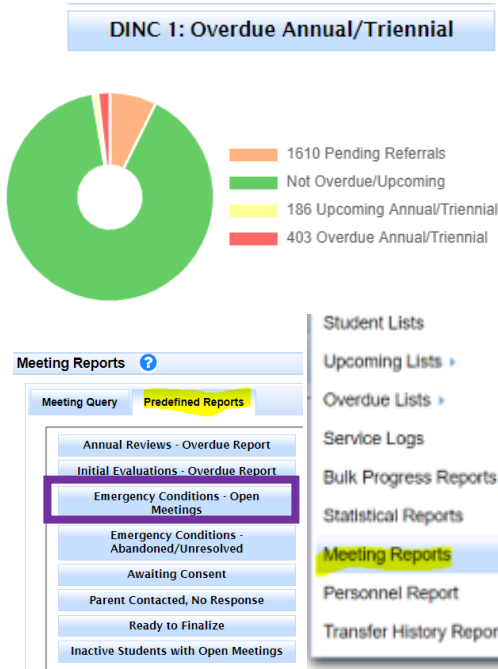


IMPORTANT Information for all users in SIRAS

- **For high school only:** Exit summaries must be completed for students who will be graduating or aging out at the end of this school year.
- **Complete the End of Year checklist before leaving for summer:**



✓ **Schedule all of your remaining meetings for the year.** Go to the Reporting menu/Student Lists/Predefined Lists/DINC 1 and change the “as of” date at the top to 6/30/22 to find all students who have annuals or triennials due by the end of the school year. To view students who have annuals or triennials due within the first week(s) of next school year, adjust the “as of” date accordingly.

✓ **Hold ALL IEP meetings due by 6/30/22.** View your homepage Student Data Overview.

✓ **Finalize all open IEP meetings dated on or before 6/30/22:** Review your meeting reports by going to the Reporting menu/Meeting Reports/Predefined Reports. Click on Emergency Conditions- Open meetings to locate all your open meetings in SIRAS. Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting. Resolve IEP meetings without consent. Follow up with Awaiting Consent meetings by sending a copy via mail, providing a copy for pick-up at the school, or do a home visit. Make sure your attempts are documented in SIRAS. If there is a meeting that has not and will not be held (ever), contact your SIRAS data admin. Refer to the [Parent Response Help Sheet](#) for more information.

- **Attend SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** scheduled for the first Thursday of the month 3:30pm to 4:30pm, the first in 22-23 is scheduled for Thursday, August 18. Visit the [SIRAS4Ventura Padlet](#) for the flyer and meeting link.

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **Custom List and Queries Sharing Feature:** SIRAS now has the ability for Admin Users to share custom lists and queries to others within a SELPA, district, or school. A custom list can also be associated with a query. Once a query or list is saved, the option to share to your SELPA, school or district will appear.
- **Work-based learning data (WBLR) & Post-secondary outcome surveys (PSTS):** Data is due in SIRAS on Friday, June 24th.
- **The suggested EOY approval due date is July 8.** NPS discipline must be reported by the district. Review the 16.8 report for meeting delay reasons and the DSEA extract. CERT Errors in CALPADS must be zero. Verify all CERT Warnings are understood. The SIRAS/CALPADS district teams must review EOY 1 (18.1-18.2) EOY 3 Discipline (District + NPS students), EOY 4 (16.1-16.10), and Postsecondary 17.3-17.4 (HS only) reports prior to LEA Approval. SELPA Approval will follow.
- Enter Progress Report dates and School Holidays in excess of 5 days in Tools/SELPA-District-School Admin for the 2022-2023 school year.
- The SELPA’s Fall 1 training meeting is scheduled for Friday, August 19th in person at VCOE. Registration to follow.
- **SIRAS/CALPADS Support:** Attend SIRAS Zoominars for ongoing support. The schedule is posted on the [SIRAS4CALPADS Padlet](#). Support for data monitoring procedures are on the [SIRAS4Admins Padlet](#).
- **Attend SIRAS Office Hours with SELPA for Data Specialists** scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.