## IMPORTANT Information for all users in SIRAS
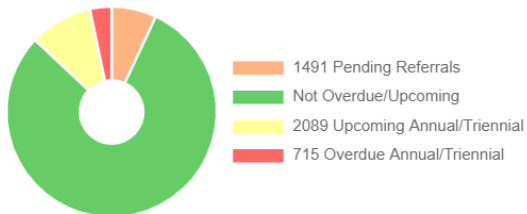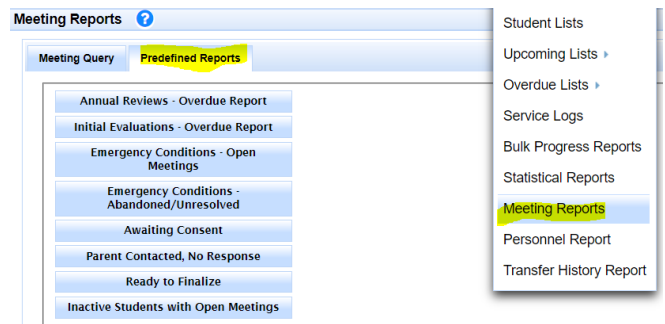
- **Sending multiple form links:** SIRAS can now send multiple form links within a single email.  Click here for instructions.
- **Finalizing IEPs before summer break**: Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting. Thinking ahead toward the end of the school year, remember to hold and finalize all IEP meetings before you leave for summer.
- **Review your meeting reports:** (Reporting



1491 Pending Referrals
Not Overdue/Upcoming
2089 Upcoming Annual/Triennial
715 Overdue Annual/Triennial

menu/Meeting Reports/Predefined Reports). Ready to Finalize meetings already have the parent response filled in. 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. Refer to the Parent Response Help Sheet for more information.
- **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 tiennials 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.
- **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. Click on the Zoom link  to join or visit the SIRAS4Ventura Padlet for the flyer.



## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **Data Monitoring and CALPADS Reporting:** Address ongoing data concerns proactively by performing Data Monitoring Procedures regularly.  This includes sending your SENR, SPED and SSRV files regularly throughout the year. Support for Data Entry Procedures are on the SIRAS4Admins Padlet.
- **Compliance Concerns:**  Address compliance concerns by reviewing the Overdue Monitoring Report (16.8) from CALPADS for all compliance areas (Initial 60 Day Timeline, Annual, Triennial, Transition Regulations), as of End of Year (6/30). Follow up with IEP teams and in SIRAS to make sure the appropriate meeting data gets to CALPADS before staff leave for summer. Contact SELPA to schedule a district level EOY compliance review.  It is most effect to include both the SIRAS Data Admin and District Admin to thoroughly address all concerns.
- **Spring DRDP:** All infants and preschoolers who have begun SPED services before April 1 (in any district will need to have a DRDP. *DRDP data must be entered into SIRAS by Friday, May 27th*. Locate all DRDP eligible students by going to the Search button/Predefined

Queries. Refer to the DRDP Help Sheet on the SIRAS4Admins Padlet.
- **Post-secondary outcome surveys**: The 2022 survey form is now posted in SIRAS and ready to send out. *Post-secondary data is due in SIRAS on Friday, June 24th for EOY 4 Reporting.* See the Post-Secondary Help Sheet on the SIRAS4Admins Padlet under Reporting Help for more information on sending it using links and for entering multiple responses.
- **SIRAS/CALPADS Support**: Attend SIRAS Zoominars for ongoing support. The schedule is posted on the SIRAS4CALPADS Padlet under Zoominar Schedule.
- **Spring EOY Reporting**: Register now for training geared toward SIRAS and CALPADS data administrators, scheduled for Thursday, April 28th 8:30-11:30.
- **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.