

IMPORTANT Information for all users in **SIRAS**

- All active SIRAS records will be grade advanced on the weekend of July 16th-17th and Next Year's Data will be applied.
- Monthly **SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/Advanced Users/District Administrators** have been scheduled for the first Thursday of the month 3:30pm-4:30pm for the 2022-2023 school year, beginning August 18. Check the [SIRAS 4 Ventura Padlet](#) for the flyer and zoom link.

IMPORTANT Information for SIRAS Data Administrators in **SIRAS**

- The SPED grade rollover and advancement of Next Year's Data will occur on the weekend of July 16th-17th. See the instructions posted on the [SIRAS 4 Admins Padlet](#) for procedures prior to and following the rollover.
- Prior to the rollover, finalize all meetings with dates on/before the rollover date.
- Students with Pending IEP status and open Initial IEP meetings that will be transferring to another district, where parent consent is in one district and the Initial IEP will happen in another, close the meeting as abandoned and have the new district open a new Initial IEP with the same referral dates. *Request assistance from support@sirassystems.com to open the new initial in the new district.*
- The 504 and SST grade rollover occurred the weekend of July 9th-10th.
- After the rollover, search for students who you anticipated would have been transferred upon the rollover. For example, review the Statistical Reports for students with Active/Pending status by grade to see if you have students in 9th grade (and you are a K-8 district). If a student will not be continuing with you, inactivate the record and contact the next LEA to have them request the record.
- After the rollover, search for open IEP meetings with dates prior to July 16th. It is best practice that they are finalized by Census Day. Remind staff they will need to be continued when school begins and that the team **MUST** contact the SIRAS Data Administrator when the meeting is finalized. After the meeting is finalized, manually advance the grade level, and update the school and providers if needed. See the instructions posted on the [SIRAS 4 Admins Padlet](#).
- After the rollover, search for students without a Case Manager and assign one. At that time, update your caseloads with new providers and school changes.
- After the rollover, continue to follow up on IEP meetings finalized last year that did not have parent consent. Print a list from Reporting/Meeting Reports/Predefined/Parent Contacted, No Response. Narrow the meeting date criteria, e.g., 8/1/2021-current date, to limit meetings in the list from last year only. Remember that meetings finalized this way last year, do not have the new year's goals approved yet. If parent consent is received because of your follow up, upload the signed document and update the parent consent. Do **NOT** reactivate the meeting to complete these tasks. Review your associated archive(s) and current data to make sure they were properly updated to reflect the new parent response.
- Add Block Access and reassign student associations for staff who are not returning in the fall. Make sure that remove their email address, phone number and district/school assignments.
- [Enter Progress Report dates and School Holidays in excess of 5 days](#) in Tools/SELPA-District-School Admin for the 2022-2023 school year. You do not need to enter all of your school holidays for the year, only school holidays that are in excess of 5 school days.
- Check the [SIRAS 4 CALPADS Padlet](#) for the SIRAS Zoominar schedule.
- The SELPA's Fall 1 training meeting is scheduled for August 19th, in-person. All SIRAS, CALPADS and Admin staff are welcome to attend and collaborate with your district's data team. Registration is now open on the SELPA website.
- Monthly **SIRAS Office Hours with SELPA for Data Specialists** have been scheduled for the third Thursday of the month 8:30am to 9:30am for the 2022-2023 school year. Join us in July and next year. Check the [SIRAS 4 Ventura Padlet](#) for the flyer and zoom link.



SELPA thanks you for tireless commitment in the work that you do. Have a great summer!

