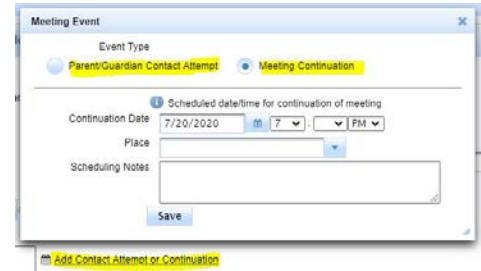


## UPDATES to Existing Features in SIRAS: Changes over the summer and back to school reminders.

- **New procedure for the Meeting Held checkbox:** We no longer need to check the box after the first part of the meeting occurs. Only check the box once the last continuance has occurred.
- **Continued meetings in the IEP Manager:** There is a new link 'Add Contact Attempt or Continuation' to add a continuation meeting date and log parent contact attempts. SIRAS has provided support documents related to continued meetings linked here:
  - \*\* [How to Add a Continuation Meeting](#)
  - \*\* [Steps to Finishing an IEP](#)
  - \*\* [How to Add a Contact Attempt](#)
- **Form changes**
  - CA Special Education Code was amended on July 1, 2020, adding a component to the IEP to discuss and determine provisions for distance learning under emergency conditions. The new form, called Emergency Conditions Provisions, which follows the LRE discussion, must be added to the next scheduled IEP. This form is now required for annuals, triennials, initials and review 30-day IEP meetings. If you are holding any other type of IEP meeting this year prior to one of these meetings, the team must include the Emergency Conditions Provision.
  - Parent agreement and attendance have now been separated into two separate IEP forms. There is a new form called Meeting Participation, which is essentially an attendance form for all members (including the parent and student). If a continued meeting is scheduled, you can add page(s) for each date the team met. The Parent/Adult Student Agreement consent form is *only* for the parent/guardian/adult student to initial and sign when the entire meeting is complete. The email link feature is enabled for both forms.
- **Email signature links-** Last year, some parents were having difficulty accessing the links sent via email. This has been addressed with an improvement to the process for sending the link via email from SIRAS. To avoid experiencing this difficulty, utilize the new option highlighted in the screenshot. [Form Link Help Sheet](#).
- **Progress Report links-** The Progress Report has a new tab called 'Links' which displays history of when the parent opened the link to view the Progress Report. The SIRAS user will also receive a message when parent opened the Progress Report link.
- **Non-IEP forms Now Savable-** In the Tools menu/Document Library, click the 'Fill in for student:' checkbox to enable the ability to save the Non-IEP forms and email using a link.
- **Labels and Batch forms-** In the Tools menu/Labels and Batch Forms, the 'Information for Gen Ed' form can now be printed in batch for your entire found set (your caseload or school).
- Although you will be prompted to change your password every 365 days, get ahead of the new school year and **change your password** now! Go to Tools > My Account and click on Edit Account Details. Enter your new password, confirm and then click Update User Account. If you have forgotten your password over the summer, the Email Password Reset button appears if/when you type in the wrong password. Click on the button to have a password reset link emailed to you.
- **Review your current student list in SIRAS.** Use the 'Manage Caseload' button under the Student Info menu to request students to be added or removed from your caseload. Due to school closure related to COVID-19, the status of your students' last IEP or Triennial meeting are varied. Use new predefined meeting reports to locate lists of students by the status of their most recent meetings. Go to Reporting> Meeting Reports> Predefined to find meetings that either require action or that would be helpful for you to review.
- **Use the Meetings list and compliance notification links on your home page to monitor your caseload.** Use the Meetings list to query your students' meetings at different stages, similarly to the buttons referenced above. Review your students who have Overdue or Upcoming meetings (annuals due within the next 30 days and triennials due within the next 75 days).
- **Verify parent email address in SIS and SIRAS.** SIRAS is utilizing links to send IEPs to parents and therefore it is important to confirm the email address of parents in both SIRAS and in your district's Student Information Systems (SIS).
- **Beginner and Intermediate training for New Teachers/Case Managers, Administrators and Specialists** are scheduled. Registration is open on the [SELPA website](#).



[Save and Open with system email](#)

Current Progress Archived Progress **Links**

