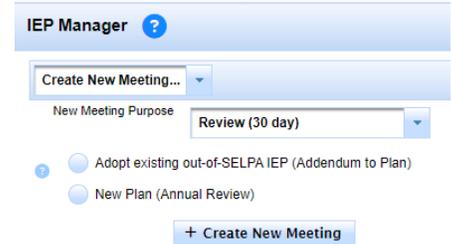
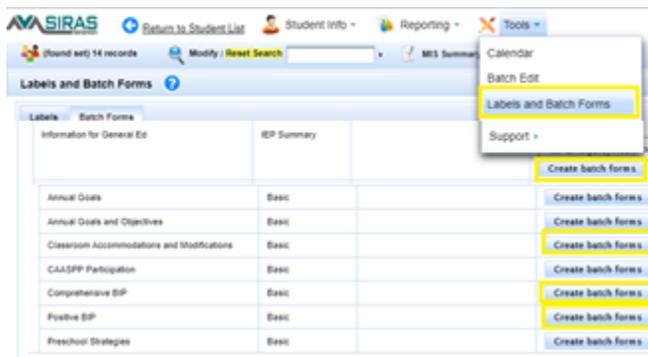


IMPORTANT Information for all users in SIRAS

- **TOMS accommodation extracts from Siras:** The TOMS API is now developed in SIRAS under Tools/Site admin. District testing coordinators may begin testing this process and developing their process. Be on the lookout for Brian's Zoominars where he will go over this in more detail for SPED data administrators and testing coordinators.
- **Review (30 day) meetings:** If you will be holding a Review (30 day) meeting, the user will need to indicate if the meeting is a New Plan or if the district adopting the IEP.
- **Form changes:** A new form, **Supplementary Supports / ESY Services / Transportation**, is now in SIRAS. This form contains data that we have traditionally described on the LRE and SIS forms. Supplementary supports are additional support/consultation/training that are not described in other parts of the IEP and typically not directly linked to IEP goals. As a result of an expanded transportation area on the new form, the **Student Info and Services** form is revised. The **Least Restrictive Environment** form is revised and no longer include consultations, additional supports and ESY. The **Transportation Worksheet** has been uploaded to Tools/Document Library/Non-meeting forms to assist the IEP team in determining the need for special transportation. These changes are summarized on [form changes ppt](#) and [training video](#) are linked here.
- **The grade change rollover occurred over the summer.** If a meeting with a date prior to July 16 is open, the rollover is on hold until that meeting is finalized. Contact the SIRAS data administrator after finalizing and they will advance next year's data/update the grade/school.
- **Review meetings finalized last year without parent consent.** Go to Reporting > Meeting Reports > Predefined Reports tab > click Parent Contacted, No Response. Adjust the meeting dates on the query to (7/1/2022-6/30/2023). Students whose last meeting finalized without consent, will still be working on the previous year's goals.



SIRAS Passwords: 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 try to login with the wrong password. Click on the button to have a password reset link emailed to you.



Labels	Batch Forms	IEP Summary	
Information for General Ed			
Annual Goals	Basic		Create Batch Forms
Annual Goals and Objectives	Basic		Create Batch Forms
Classroom Accommodations and Modifications	Basic		Create Batch Forms
CAASPP Participation	Basic		Create Batch Forms
Comprehensive IEP	Basic		Create Batch Forms
Positive IEP	Basic		Create Batch Forms
Preschool Strategies	Basic		Create Batch Forms

- **Share IEPs/Info for Gen Ed forms easily from SIRAS.** IEP/Non-IEP forms are Savable and Printable in Batch. In the Tools menu/Document Library, click the 'Fill in for student' checkbox to enable the ability to save non-IEP forms. Print IEP and Non-IEP forms in batch by going to the Tools menu/Labels and Batch Forms/Batch Forms for your entire found set (your caseload or school).
- **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.
- **Use the Student Data Overview links on your home page to monitor your caseload.** Review your students who have Overdue or Upcoming meetings (annuals due within the next 30 days and triennials due within the next 75 days).

- **SIRAS Office Hours with SELPA** for [Training of Trainers \(ToTs\)/Advanced Users/District Administrators](#) and [504/SST Modules](#) have been scheduled for the 2023-2024 school year, beginning August 15. Check the [SIRAS 4 Ventura Padlet](#) for the flyer and zoom link.

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **User account transfers can now be requested.** See [help](#) document for more information about this feature.
- **Add Block Access and reassign student associations** for staff who are not returning this year. Make sure to remove their email address, phone number and district/school assignments.
- [Enter Progress Report dates and School Holidays](#) under Tools/SELPA-District-School Admin for the 2023-2024 school year.

- **Search for students without a Case Manager and assign one.**
- **Inactive status has been broken into elements of eligibility vs participation.** We can now track and report when students in your district who are eligible, but not participating. This affects the way we report data such that plan types 300/700/800/900 are no longer reportable. The reference to them will remain in SIRAS for consistency for the coming year. Attend SIRAS Zoominars for more details.
- **SIRAS Trainings:** Training flyers are on the [SIRAS4Ventura Padlet](#). Registration is now open.
- **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., 7/1/2022-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.
- The **SELPA's Fall 1 training meeting** is scheduled for September 5th, in-person at VCOE. All SIRAS, CALPADS and Admin staff are welcome to attend. [Registration is now open on the SELPA website](#).
- The **[SIRAS Data Network meetings \(Office hours with SELPA for SPED Data Specialists\)](#)** have been scheduled for **2023-2024**. Check the [SIRAS 4 Ventura Padlet](#) for the flyer and zoom link.
- The schedule of **SIRAS Support Webinars/Zoominars** is posted on the [SIRAS4CALPADS Padlet](#).