

New features in SIRAS

- Some IEP meetings will now occur in-person. If the LEA would like to utilize the electronic signature while meeting in-person, a dialog box will appear on the parent signature line for the Case Manager to

Personal Data

First Name

Middle Name

Last Name

Alias First Name

Alias Middle Name

Alias Last Name

Use Alias Name on headers and forms ☒ John Student

confirm that they are witnessing the parent is signing the IEP (rather than anyone else). This is to be used only for in-person meetings, where the parent would like to sign electronically before they leave the meeting room.

Confirm Unlock Signature

Logged into SIRAS as: **Bugs.Bunny**

By clicking "Confirm" you are attesting that you are sharing your computer or device with the parent/guardian/adult student. The signature fields will become unlocked for them to sign electronically.

- If the student has an alias/preferred name coming into SIRAS from your SIS (Q, Aeries, Synergy), that name can be applied to the forms and headers in SIRAS. If you would like this feature enabled, contact your Administrator.

IMPORTANT Information for all users in SIRAS

- Last year we began checking meeting held ONLY after the meeting has concluded. If you have met for the first time and will be continuing the meeting do not check meeting held until the meeting is completely done.
- Non-IEP forms are Savable/Printable in Batch-** In the Tools menu/Document Library, click the 'Fill in for student:' checkbox to enable the ability to save the non-IEP forms. Print the forms in batch by going to the Tools menu/Labels and 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)/District Administrators** have been scheduled for the first Thursday of the month 3:30pm-4:30pm for the 2021-2022 school year. Click on the [Zoom link](#) to join.

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 type in the wrong password. Click on the button to have a password reset link emailed to you.

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- Starting this month, demographic data in Siras will be updated by CALPADS files for the whole SELPA provided by processes run by the COE.
- As we have moved away from CASEMIS terms to CALPADS terms, new acronyms/terms have been updated in SIRAS. **RLEA** – Reporting LEA, this is replacing District of Service. RLEA can also be referred to as DOA, District of Attendance. **DSEA** – District of Special Ed. Accountability, this is replacing District of Residence/Responsibility. **DOGR** – District of Geographical Residence, the new District of Residence. School of Residence is located under this district.
- When preparing for trainings, be aware that a copy of the full database from production to training will occur on August 1 and January 1. An export to update user and caseload data more frequently is in development.
- SIRAS Meetings and Trainings:** Check the [SIRAS4CALPADS Padlet](#) for the SIRAS Zoominar schedule. The SELPA's **Fall 1 training meeting** is scheduled for August 27th. The flyer is on the [SIRAS4Ventura Padlet](#). **SIRAS Office Hours with SELPA for Data Specialists** are scheduled for the 3rd Thursday of the month 8:30am to 9:30am for the 2021-2022 school year. Click on the [Zoom link](#) to join. **Beginner and Intermediate training for New Teachers/Case Managers, Administrators and Specialists** are scheduled. Registration is open on the [SELPA website](#).

August reminders:

- Search for students without a Case Manager and assign one.
- Add Block Access and reassign student associations for staff who are not returning in the fall.
- [Enter Progress Report dates and School Holidays in excess of 5 days](#) in Tools/SELPA-District-School Admin for the 2021-2022 school year.