## IMPORTANT Information for all users in SIRAS

- **Upcoming 504 Reviews and Reevaluations:** SIRAS reminds users of upcoming and overdue meetings using color coding. Yellow signifies upcoming and red signifies overdue. The terms "upcoming" and "overdue" are suggestive of IEP timelines for annuals and triennials. Periodic reviews and reevaluations usually follow IEP timelines, annually for reviews and every three years for reevaluations. Check with your district for timeline guidelines.

- **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).

180 New Referrals
Not Overdue/Upcoming
245 Upcoming Annual/Triennial
55 Overdue Annual/Triennial

- **Review your open meetings regularly.** Finalize IEP meetings as quickly as possible, right after parent consent has been received. Finalized IEPs are sent to CDE as they occur throughout the year. The absence in reporting of a timely IEP meeting appears late.

- **Review Electronic Signature request completion**: Check your Incoming Messages on the homepage to see completed signature requests. Go to the meeting in the IEP Manager to verify all needed signatures have been received before finalizing.
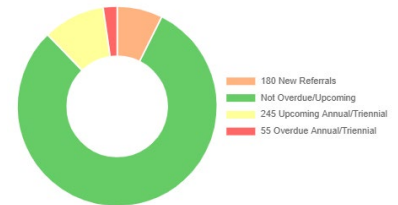
🍰 Student Data Overview	📁 3258 Meetings	↔ 15 Transfers	🧑‍🦽+ 0 Assignment Requests	✉ 41 Incoming Messages

- **Service logs:** Document the completion of an IEP service, a supplementary service, an evaluation, or the hours a student worked using the service log.

- **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.

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **User accounts for agency staff:** A new process for SIRAS accounts is underway for staff from agencies. Contact Brian@SIRASsystems.com for account creation.

- **CALPADS Fall 1 snapshots will soon be available.** Review reports from CALPADS, make needed changes to SIRAS records, and send/re-send to CALPADS. Follow the Data Monitoring Procedures posted on the SIRAS4Admins Padlet prior to meeting with SELPA.

- **Schedule SELPA and/or SIRAS Fall 1 review meetings now**.

- **A list of 2023-2024 SELPA Reporting Due Dates** is linked here. In addition, reference the CDE Fall 1 2023 suggested due dates/checklist.

- **Preschool only**: Update preschool program settings for Census Day reporting.

- **Print Census Day reports on October 4, 2023**. Utilize the SIRAS4CensusDay Padlet as a resource for preparing your data and to access the Census Day reports checklist.

- **Get ready for Fall 1 reporting.** Utilize the data monitoring checklist and SIRAS4Census day Padlet to prepare.

- **Review Accountability Reports** in CALPADS on a regular basis. 16.7 and 16.8 generate a to-do list of IEP meetings that need to be completed. After the meetings have been held, finalize, and send them to CALPADS. Review/correct if needed, the meeting delay reasons on 16.8 report for Fall 1 reporting.

- The deadline for **Fall DRDP data** in SIRAS is December 15, 2023. Report students with all Unable to Rate on the DRDP Exception list and access DRDP Help on the SIRAS4Admins Padlet.

- **Review the New Referral List** for students with Parental consent. See help sheet.

- **The SIRAS Data Network meetings (Office hours with SELPA for SPED Data Specialists) have been scheduled for 2023-2024.**

- The schedule of **SIRAS Support Webinars/Zoominars** is posted on the SIRAS4CALPADS Padlet.

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