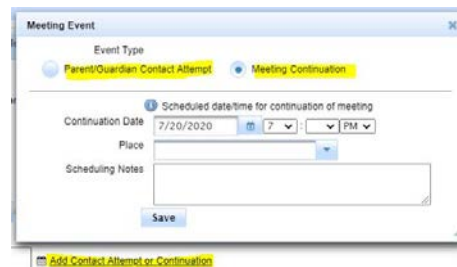
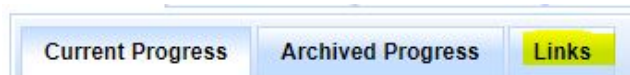


UPDATES to Existing Features in SIRAS

- **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](#)



- **Progress Report links-** The Progress Report has a new tab called 'Links' which displays the history of when the parent has opened the link to view the Progress Report. The SIRAS user will also receive a message when parent has 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-** The 'Information for Gen Ed' form is now available to be printed in batch for your entire found set (your caseload or school).



IMPORTANT Information for all users in SIRAS

- **Monthly SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/Advanced Users** have been scheduled for the first Thursday of the month 3:30pm-4:30pm for the 2020-2021 school year, beginning August 6. Click on the [SIRAS Office Hours with SELPA for ToTs/Advanced Users recurring Zoom link](#) to add the dates to your calendar.
- **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).

IMPORTANT Information for SPED Data Administrators in SIRAS

- The SELPA is almost completely certified for EOY4. Please follow with LEA approval of EOY3, which will be SELPA approved following notice the 7.16-7.18 reports have been reviewed by the LEA's SPED team. The SIRAS grade rollover and advancement of Next Year's Data will occur on Saturday, July 25. See the instructions via email for procedures prior to the rollover.
- After the rollover, search for students who you anticipated would have been transferred upon the rollover. For example, review the Statistical Reports for students 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. If a student needs to be transferred, communicate with the appropriate LEA to have them request the record. Search for open IEP meetings that have been checked as held. This will locate student records whose grade level did not advance due to the state of the open IEP meeting. Remind staff that IEP meeting will need to be completed. When the meeting is completed, advance the grade level.
- Search for students without a Case Manager and assign one.
- Review newly enrolled TK/K students in your SIS to see if they have SPED history in CALPADS and SIRAS. If so, request the record or create one in SIRAS if needed.
- 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 2020-2021 school year.
- Monthly SIRAS Office Hours with SELPA for Data Administrators have been scheduled for the second Friday of the month 1:00pm-2:00pm for the 2020-2021 school year, beginning August 14. Click on the [SIRAS Office Hours with SELPA for Data Administrators recurring Zoom link](#) to add the dates to your calendar.
- Save the date: The SELPA's Fall 1 training meeting is scheduled for August 28th, offered via Zoom.