

IMPORTANT Information for all users in SIRAS

- **Reclassification Worksheet:** A few minor modifications have been made to the Reclassification Worksheet including the “Current School Year Data” section. Now, there is an option for students to meet the statewide criteria for the Alternate ELPAC. In addition, the CSA assessment was added to the “Current School Year Language Data” section.
- **Annual IEP implementation monitoring:** This spring, the CDE is collecting service data for a random sample of students from each LEA for service dates March 1- April 29, 2024. The service log feature in SIRAS is a great way to document that services have been completed. As a reminder, a provider is able to make a log note for multiple dates, both for individual students and group sessions using the service log feature in SIRAS. In addition, you can select the number of minutes served in a single click. Check out the [Service log video](#) for more information.
- **Finalizing IEPs before summer break:** Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting. Thinking ahead toward the end of the school year, remember to hold and finalize all IEP meetings before you leave for summer.
- **Review your meeting reports:** (Reporting menu/Meeting Reports/Predefined Reports). Ready to Finalize meetings already have the parent response filled in. Resolve IEP meetings without consent. Follow up with Awaiting Consent meetings by sending a copy via mail, providing a copy for pick-up at the school, or do a home visit. Make sure your attempts are documented in SIRAS. Refer to the [Parent Response Help Sheet](#) for more information.
- **Schedule all of your remaining meetings for the year.** Go to the Choose student list by clicking on the number of records below the SIRAS logo. Select Overdue from the Overdue menu and press Student Lists. Change the “as of” date at the top to 6/30/23 to find all students who have annuals or triennials due by the end of the school year. To view students who have annuals or triennials due within the first week(s) of next school year, adjust the “as of” date accordingly.
- **Use the Student Data Overview** links on your home page to monitor currently overdue meetings on the left, and annuals/triennials held late. Data on the right hand side correlates to the 16.21 report from CALPADS.

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **Continue practicing ongoing data monitoring procedures.** These include addressing Errors/Warnings in SIRAS and in CALPADS/View Submissions, sending data to CALPADS, reviewing Predefined Queries, monitoring meetings for readiness to finalize, reviewing Statistical Reports and the New Referral List. See the [SIRAS4Admins Padlet](#) for a complete list of Data Monitoring Procedures.
- **Review the Accountability Report (16.21) from CALPADS** for overdue IEPs. Follow up with IEP teams and in SIRAS to make sure any missing data gets to CALPADS in a timely fashion. IEPs overdue since Census Day are priority.
- **Predefined lists:** Check out the new layout of organizing the lists by function! Email support@sirassystems.com with feedback on the new update!
- **Compliance Concerns:** Address compliance concerns by reviewing the Overdue Monitoring Report ([16.21](#)) from CALPADS for all compliance areas (Annual, Triennial, Transition Regulations), as of End of Year (6/30). Follow up with IEP teams and in SIRAS to make sure the appropriate meeting data gets to CALPADS before staff leave for summer. Contact SELPA to schedule a district level EOY compliance review. It is most effective to include both the SIRAS Data Admin and District Admin to thoroughly address all concerns.
- **Spring DRDP:** All infants and preschoolers who have begun SPED services before April 1 (in any district) will need to have a DRDP. *DRDP data must be entered into SIRAS by Friday, May 24th.* Locate all DRDP eligible students by going to the Search button/Predefined Queries. Refer to the DRDP Help Sheets on the [SIRAS4Admins Padlet](#)
- **Post-secondary outcome surveys:** The 2024 survey form is now posted in SIRAS and ready to send out. *Post-secondary data is due in SIRAS on Friday, June 28th.* See the Post-Secondary Help Sheets on the [SIRAS4Admins Padlet](#) for more information.
- **Register now: The Spring EOY meeting** for SIRAS and CALPADS data administrators is scheduled for Tuesday, April 30, 8:30-11:30 via Zoom. The flyer is [linked here](#).
- **Ventura County SELPA will host the CDE Spring CALPADS Roadshow.** SIRAS and CALPADS data administrators are invited to attend in person on May 20, 10:00am-1:00pm. The flyer is [linked here](#).
- Join SELPA for monthly [SIRAS Data Network meetings \(Office hours with SELPA for SPED Data Specialists\)](#).
- The schedule of [SIRAS Support Zoominars/Office hours](#) is posted on the [SIRAS4CALPADS Padlet](#).