News Flash

PDFs are on their way into SIRAS from SEIS. Stay tuned for more updates on this topic.

Helpful Hints

Instructional Accommodations and Modifications (IEP 6A): Always select “None” in the dropdown under each field area if not entering an accommodation.

SELPA Documents and SELPA Reference Documents: Added to the Tools>Additional Forms area in SIRAS.

Consent and Signatures (IEP 10A): Parents and IEP Team sign in attendance at the top of this form. Parent gives consent at the bottom of this form.

Attendance and Signatures (IEP 10B): Optional Attendance sign in form for IEP Team members if there are not enough spaces on IEP 10A form.

Supplementary Aids and Transportation (IEP 8): Documentation of WRAP Around Services location. Select “Yes” at top of page> Aids, Services, and/or Supports drop down shows Wrap Around Service. Enter Home and Community in location. Enter SELPA as Provider. Check Support for Student and Personnel.

Goals for Progress reports: Directions to enter goals from the previous SEIS IEP. Start an Addendum, copy-paste goals into the Goal Developer, then delete the Addendum Meeting. Click here for full directions of this procedure

Translation in IEPs: “Translation Req’d” box should only be checked if the parent requests the IEP to be translated during the meeting.

Users can momentarily check the “Translation Req’d” box to print Spanish forms for the meeting. Users must uncheck the “Translation Req’d” box after printing the Spanish forms.

If the parent request the IEP to be translated during the meeting, users can go back and check the “Translation Req’d” box.

Assessment Reports Tab: The “Assessment Report Tab” forms are optional even though some of the forms show as required. Using the “Assessment Report Tab” to generate a Multidisciplinary report is a district choice.
Please check

Providers: **Review** MIS Summary page to verify all student data is correct

Providers: **Add** Related Services if missing to the MIS Summary pg.

Case Managers: **Review** the "red" areas on the MIS Summary page. Check service, frequency and duration for all services.

**Tips from districts**

Tip #1: Under **Student Info** tab > **Student Profile** > **Notes drop down** - notes could be used for information about student such as "student moved" or "student changed schools" or "called parent on a particular date.” Notes are a great way to document why an IEP timeline may have been missed.

Tip #2: Do not write IEPs from Document Library forms. Write IEPs from the IEP Manager

Tip #3: It is ‘best practice’ not to start meeting months and months in advance. It is suggested not to start an Annual Review more than 45 days in advance and a Triennial/Reevaluation no more than 75 days in advance.

Tip #4: Do not use the back button on the browser else it will appear as if you were "kicked out" of SIRAS. Instead use the SIRAS ‘Return To’ button to the right of the SIRAS logo.

**Users/Admin Users**

There can only be **one** Case Manager per student

Admin Users: If an Admin User is also a Provider, that Admin user can access **only** those students that they are a provider for.

General Users should use the Manage Caseload feature at the bottom of the Student Info menu to request student be removed or assigned to their caseload.

**Uploading Forms**

SELPA Level user when uploading forms in the Added Forms section allows access to the uploaded form to the entire SELPA (all districts)

District CASEMIS Clerk or a District Admin 1 user can upload forms to the Added Forms section and only users for that district will have access to those forms.

Email: support@sirassystems.com

Issues concerning bugs on forms; SIRAS procedures; troubleshooting questions; IEP Manager; configuration issues; MIS Summary page; CASEMIS and other general questions.

SIRAS Toll Free Hotline: 844-33 SIRAS or (844) 337-4727 [M - F: 8:00 to 6:00]

**Read the SIRAS Newsletter Monthly upon logging into SIRAS!!!!**