News Flash

PDFs from SEIS are in SIRAS. IEPs are in two locations: 1) In Yellow “IEP” folder underneath Santa Barbara County SELPA on right side, 2) Choose Student List 3 people, icon that looks like a piece of paper on left of student’s name. Please notify SIRAS if information is missing from these files.

Helpful Hints

Do Not use the Browser Back Arrow at top of browser. This will log the user out if used during session. Instead, use the SIRAS ‘Return To’ button to the right of the SIRAS logo.

Magnifying Glass next to student records on left provides users with a “Query builder” to gather like information in list form.

Tools>Label-Batch Forms helps user print address labels, batch print IEP goals, accommodations, and other forms. The IEP at a Glance form will not get populated with the previous IEP until after they have an IEP in SIRAS.

Tools>Support Documents when looking for a support document in SIRAS select Control F and type word to locate the support document.

To Manage Users select Student Info>Manage Users> Student Assignments to assign students> Assign Providers to assign providers.

To Assign Providers Admin user selects Student Info>Providers. Now select Role and Type in name. Then click ‘Select Provider to Assign’ button to search for provider.

All Users: Keep an eye on the “Santa Barbara County SELPA has” blue tab on the home page below the bulletin board to view errors, translations, overdue notices, upcoming IEPs and Evals. **Fix all errors, finalize all meetings as soon as possible as October 2, first reporting date is coming soon!**

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. Remember, if you do not see what you want, you can just type it in.

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

Assessment Reports Tab: in the IEP Manager, the “Assmt Report Tab” forms are **optional** even though some of the forms show as required. **Using the “Assmt Report” tab to develop comprehensive assessment report or uploading the report to the Upload Document tab is a district choice.**
Current form changes

When in a (found set) and you want to get back all your records again, click the Reset Search (now highlighted in yellow) when searching by student name.

NC 6A:  Meeting Notice form:  End time added
IEP 7A-1: Special Education and Related Services form:  Specialized Academic Instruction added to top of page indicating type of service.
IEP 2D: Special Education Eligibility and Discrepancy Documentation forms: Discrepancy Documentation form made “optional.”
IEP 8:  Supplemental Aids and Transportation form: WRAP Around Services added to drop down.

Tips from districts

Tip #1: Under Student Info tab > Student Profile > Notes - 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 using the Document Library / Emergency Forms tab. 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: Read the SIRAS newsletter monthly on the bulletin board at the bottom of the SIRAS login.

Casemis 2 Calpads


Uploading Forms

Upload all documents that the parent or staff have signed. (Ex. Consent and Signature form, Assessment plans, Excusal forms) related to the meeting in the IEP Manager > Upload Documents tab.

Pending Students from SEIS: Pending students or unfinished meetings from SEIS were not transferred into SIRAS. To finish the meeting in SIRAS, open an Amendment in the IEP Manager.  Then upload all SEIS documents to the IEP Manager > Upload Document tab and make notes on the amendment indicating the uploaded documents.  Check meeting held, finalize the amendment once parent signs in approval.

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]