**News Flash**

- December 20: SELPA Approval for Fall 1 CALPADS. Thank you to all who have already submitted to SELPA.
- Support with CALPADS:
  - Fix It Ticket: calpads-support@cde.ca.gov (include Job ID and Error #)
  - Web: [http://www2.cde.ca.gov/calpadshelp/default.aspx](http://www2.cde.ca.gov/calpadshelp/default.aspx)
- SIRAS Webinars to be sent to all MIS/CALPADS users by Brian Marcontell.
  - [https://padlet.com/siras/siras4calpads for new SPED reporting.](https://padlet.com/siras/siras4calpads)
  - [https://padlet.com/siras/siras4admins for SIRAS Admins.](https://padlet.com/siras/siras4admins)

**Helpful Hints**

***After every meeting check “Meeting Held.”***

**Parent Response Procedure:** When checking “Meeting held,” the Parent Response box pops up. Enter ‘Accepts the Plan’ for Parent Response, if the parent agrees to the IEP. Anything other than ‘Accepts the Plan’ will cause the Special Ed. Data to not transfer to the MIS Summary page nor advance the goals.

If Parent does not accept the plan but does later, the user must come back and change the Parent Response to ‘Accepts the Plan’ once resolved in a timely matter regardless of if the meeting has been Finalized or not. Once ‘Accepts the Plan’ is checked, the MIS Summary page will be updated and the goals archived and advanced. For more information see Parent Response for Meeting Process handout in the ‘Tools’ ‘Support’ section of SIRAS.

**Finalize IEP meetings within a week after the meeting has been completed.** Finalized IEPs will be sent to the CDE as they occur, rather than the next reporting formerly 12/1 and 6/30. The absence in the reporting of an IEP meeting (by not Finalizing the meeting) could appear as late to the CDE and be a compliance concern, thus affecting CALPADS.

**30 Day Review** meeting option should be selected if IEP is coming from another SELPA.

**Get ready for CAASP early. Enter Accommodations into SIRAS Without Starting a Meeting. Follow these steps to adding accommodations for State testing:**

1. Student Info menu
2. Special Ed. Profile
3. Assessment Info.
4. Add Designated Supports and Accommodations
**Print Statewide Assessment pages from SEIS for all March through June IEPs to add accommodations into SIRAS.**

Enter this information into SIRAS so TOMS will be complete for 2020 CAASPP testing.

**Tech Tips**

To enlarge your SIRAS pages using your keyboard for Windows: select Control + (plus), or to make smaller Control – (minus); Macintosh: select Command + (plus), or to make smaller Command – (minus).

For windows: to screen shot information on a page in SIRAS to share with others, use Snipping tool app. To get the Snipping Tool select the Start button, type snipping tool in the search box on the taskbar, and then select Snipping Tool from the list of results.

**Current form changes**

Revised IEP- Assessment and Support for English Learners (IEP 6C): This revision is based on the new ELPAC requirements. Please refer to the “Blue Question mark” on the form for directions.

The Forms Committee will meet in January to review requested form changes. Please send possible form changes for review to iconnolly@hotmail.com. The Forms committee will review and prioritize the changes by when request received.

**Tips for districts**

Uploaded Documents: It is beneficial to upload documents to student records that have signatures or are not otherwise in the IEP Manager to the meeting. Users should not upload the entire IEP as it already exists in SIRAS. Directions for uploading Documents in SIRAS are found under this link.

DRDPs (for infants and preschoolers) are due in SIRAS by December 20th. Create a DRDP record by going to the Student Info menu/Special Ed. Profile/Assessment Info/DRDP, fill in DRDP data and click ‘Validate’ when complete. Fix listed validation errors, re-validate until error free. See the DRDP help sheet for further instructions.

**CASEMIS 2 CALPADS**

SIRAS assumes that all districts in SBC SELPA have been successfully sending SPED and SSRV files to CALPADS thru the CALPADS Reporting area in SIRAS. CDE recommends sending SPED/SSRV data at least monthly thru the remainder of the year leading up to the EOY4 CALPADS Reporting period.

By sending SPED and SSRV data, districts are also pulling in errors and warnings, reviewing the errors and fixing data as needed. Reminder: Errors and Warnings in SIRAS may not be representative of your actual certification status in CALPADS. Certification is done in CALPADS not SIRAS.

Please contact Brian Marcontell for support if needed. brian@sirassystems.com

**Email:** support@sirassystems.com

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