News Flash

IEP 10A: Meeting participation in Spanish.

IEP 10B: Consent for Placement: English and in Spanish pages formatted to look the same.

From Non-Meeting Forms to Pre-IEP 17: Notice of Receipt of Referral to Special Education moving Pre-Meeting IEP forms as an optional form for Initial IEPs.

If you are having any issues opening a PDF in SIRAS, please try clearing your cache. For directions on how to clear your cache click here.

Now in SBCSELPA Reference Library in Added Forms

Alternate Assessment Decision Confirmation Worksheet is located in the SELPA Reference Library for staff to utilize in discussions of Alternative ELPAC and the California Alternative Assessments (CAAs) added to the ‘Tools’ ‘Added Forms’ SELPA Reference Documents.


SIRAS Updates Training is now on SBCSELPA’s YOUTUBE channel. Please view if you missed it.

SIRAS for Beginners (offered by SBCSELPA) for new staff.

New Features/ Updates in SIRAS

Toggling between ‘district’ view vs. ‘caseload’ view Preference
To access your user account preferences go to Tools > My Account or Manage Users and select the Preference tab.

Default Home Page tab will appear upon logging in such as the Student Data Overview; Meetings; etc.

Toggling between ‘district’ view vs. ‘caseload’ view Preference. Currently Admin. Users see all records in school or district. By clicking on the little red schoolhouse and checking ‘View specifically assigned students’ changes focus on only those students that have been assigned to you. Now under your user ‘Preference’ tab you can default whether you want to view your full range of students as an admin user or just the students you have been assigned to under the Provider tab.
New Features/ Updates in SIRAS continued

Toggling between ‘district’ view vs. ‘caseload’ view continued...

Form changes

Emergency Conditions Provisions form
CA Special Education Code was amended on July 1, 2020, adding a component to the IEP to discuss and determine provisions for distance learning under emergency conditions. The new form, called ‘Emergency Conditions Provisions,’ which follows the LRE discussion, must be added to the next scheduled IEP. This form is now required for annuals, triennials, initials and review 30-day IEP meetings. If you are holding any other type of IEP meeting this year prior to one of these meetings, the team must include the Emergency Conditions Provision form.

IEP At a Glance
The IEP At a Glance has been revised to include Accommodations, Health Reports, Goals, and Behavior Emergency reports. The IEP at a Glance be printed in batch form for the entire caseload in the Tools menu Labels and Batch Forms. Select Goals, BIP, and Health Report to have these documents accompany the IEP at a Glance.
Back to School Reminders

Review Electronic Signature request completion: Check your Incoming Messages on the homepage to see completed signature requests. Go to the meeting in the IEP Manager to verify all needed signatures have been received before finalizing.

Sending links via email:
If the meeting participant has access to SIRAS, they are to log in SIRAS and sign the Meeting Participation form. Only participants such as the General Education Teacher and the Parent should be sent the form links.

Refer to the form link and eSignature handout: Email Form Links & Electronic Signatures - Steps to Finishing an IEP - How to Add a Contact Attempt - How to Add a Continuation Meeting

Use the Meetings list and compliance notification links on your home page to monitor your caseload.
Use the Meetings list to query your students’ meetings at different stages, similarly to the buttons referenced above. Review your students who have Overdue or Upcoming meetings (annuals due within the next 30 days and triennials due within the next 75 days.

Use the Service Log to track student engagements: The service log is a tool for providers to log and report services administered to an individual student or group of students. You can log a service, an assessment, or an activity leading to the completion of a goal.

Administrators and MIS Clerks

Follow the Fall 1 Data Monitoring Procedures prior to submitting with SELPA.
Procedures are posted along with the Fall 1 Certification Checklist on the SIRAS4Admins and SIRAS4CALPADS Padlets of resources. Schedule SELPA and/or SIRAS Fall 1 review meetings now.

Review your Student Lists/Predefined/Pending Referrals List. Sort the list by parent consent. All students with parent consent should have an SSID#. If not, request one and enter it into SIRAS, then archive the record.
Review records with parent consent to see if a pending archive exists. If not, Edit CALPADS Reporting and Force create an archive for CALPADS.

If there is a non C to B student whose parent has since revoked their consent for assessment, set the pending archived record to Do Not Report and delete the associated SPED record from CALPADS.

Review the new Accountability Reports in CALPADS on regular basis. 16.7 and 16.8 will generate a to-do list of IEPs meetings that need to be completed.

Fall 1 reminders:

Search Predefined Queries for Upcoming +Unscheduled and Overdue +Unscheduled IEPs. Locate Open and Finalized meetings by going to Reporting/Meeting Reports/Predefined. Review meetings that need to be continued, finalized, reactivated or need to have incomplete signature links re-sent.

Compliance Calendar:

December 18       CALPADS Submission Certification
January 29        CALPADS Amendment Deadline

General Questions
Where can I find the SPED guidance from CDE?
Refer to CDE SPED COVID-19 Guidance.

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]