News Flash

In response to feedback, SIRAS now has the ability to sign multiple forms with one form link.

When a participant clicks on a link sent to them via email through Siras, they now have the ability to navigate to all forms available for them to sign on the same form link!

At the top of each form that requires an E-Signature, the participant has the ability to navigate to each form through the dropdown allowing them the convenience to sign all forms available at once. After signing each form, **before clicking the green arrow**, you can select a different form to go to.

This is a new feature and is still in a beta phase. There may be continued changes to this feature based on user feedback.

Helpful Reminders in SIRAS

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

intact to be unblocked. Please contact SIRAS for support if this continues to be an issue.
Email domains blocking messages from Siras containing Links:

The new feature by which IEP forms can be emailed to meeting participants has encountered some difficulty getting the emails delivered. If this happens, you should receive a SIRAS message on the home page with the details of why the email was not delivered.

Several district email servers have been rejecting the emails from mailbox@sirassystems.com due to security policy. SIRAS is currently investigating what can be done to allow these emails with links intact to be unblocked. Please contact SIRAS for support if this continues to be of issue.

Workaround options:

1. Save/copy email to 'Copy to Clipboard' button and send from your regular email program (outside of SIRAS).

2. Send the link as plain text. A checkbox has been added to generate the email without clickable links. The parent will be required to copy/paste the link into their web browser.

Special Education Administrators

Spring DRDP: All infants and preschoolers who have begun SPED services before April 1 (in any district), both enrolled with you at the time we turn in DRDP and students who have recently exited SPED, will need to have a DRDP. DRDP data must be entered into SIRAS by Friday, May 28th. Locate all DRDP eligible students by going to the Search button/Predefined Queries. See the DRDP Help Sheet on the SIRAS4Admins Padlet for more information.

Post-secondary outcome surveys: The 2021 survey form has been released. Post-secondary surveys can be sent to families individually using a link or by creating a batch to send in the mail. See the Post-Secondary Help Sheet on the SIRAS4Admins Padlet for more information.

Reporting: Address ongoing data concerns proactively by performing Data Monitoring Procedures regularly. This includes sending your SENR, SPED and SSRV files regularly throughout the year. Support for Data Entry Procedures are on the SIRAS4Admins Padlet.

Overdue Initial Evaluations: Corrective Actions are due to CALPADS 45 days following the notices (April 2, 2021). Review the Overdue Monitoring Report (16.8) from CALPADS. Follow up with IEP teams and in SIRAS to make sure the appropriate meeting data get to
CALPADS in a timely fashion. Instructions can be found on the Overdue Initial Eval and 16.8 Help Sheets posted on SIRAS4Admins Padlet.

**Census date and CALPADS Information**

For internal census date for districts:

1. Run statistical reports of students that are ‘active’.
2. Search for all active/pending students, then run a statistical report by Active Status and Plan Type as of the date.
3. The report shows all ‘active students on IEP’ plus extra info about student records that are still pending.
4. Export the student and service data to excel (add case manager) can help with finding other counts that you may not have printed reports for.

Tips go to: [https://padlet.com/siras/siras4admins](https://padlet.com/siras/siras4admins)

Then under the Reporting Help (green) section, scroll down for the Census Day Reports document.