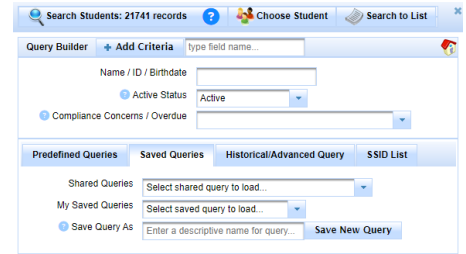


IMPORTANT Information for all users in SIRAS

- **IEP Implementation Monitoring:** The CDE is monitoring a random sample of students from each LEA for the period March 1- April 29, 2024. Click on the word 'Search' next to the search box to bring up the query builder. Select the 'Saved Queries' tab near the bottom to find your district's query (likely called 2024 CDE IEP Implementation). Make sure logs are completed.
- **Exit summaries must be completed** for students who will be graduating or aging out at the end of this school year.
- Complete the **End of Year checklist** before leaving for summer:

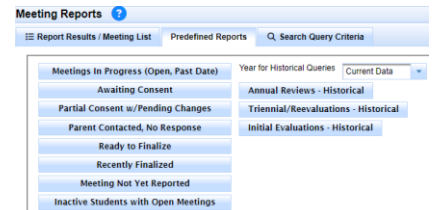


✓ **Schedule and hold all remaining meetings for the year** (due by 6/30/24). Go to the Choose student list by clicking on the number of records below the SIRAS logo. Select Overdue from the dropdown menu on the right and press Student Lists near the middle. Change the "as of" date at the top to 6/30/24 to find all students who have annuals or triennials due by the end of the school year. To view students who have annuals or triennials due within the first week(s) of next school year, adjust the "as of" date accordingly.

✓ **Finalize all open IEP meetings dated on or before 6/30/24.** Review your meeting reports by going to the Reporting menu/Meeting Reports/Predefined Reports/Meetings In Progress (Open, Past Date) to locate all open meetings in SIRAS.

✓ Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting.

✓ Resolve IEP meetings without consent. Follow up with Awaiting Consent meetings by sending a copy via mail, providing a copy for pick-up at the school, or do a home visit. Make sure your attempts are documented in SIRAS. Refer to the [Parent Response Help Sheet](#) for more information.



- If there is a meeting that has not and will not be held (ever), contact your SIRAS data admin.

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **IEP Implementation Monitoring data export:** Find the Export preset at Tools/Data Export/Export Presets and use it to review existing data in SIRAS for the students in your predefined query 2024 CDE IEP Implementation and enter any missing data. After entering all missing data, run the Service Log Minutes Export again with the minutes grouped. See the [SIRAS support ppt resource](#) beginning on slide 17 to assist with this process.

- **EOY Reporting reminders:**

- ✓ CALPADS SPED [EOY materials](#)
- ✓ VC SELPA [EOY ppt](#)
- ✓ SIRAS [EOY Checklist](#)
- ✓ SELPA Deadline for LEA Approval is July 12, 2024
- ✓ Initial certification deadline is July 26, 2024 (only LEA-level approval needed).
- ✓ [CSIS CALPADS EOY primer and resources](#)
- ✓ Finalizing IEPs in SIRAS
- ✓ Collecting/entering PSTS data in SIRAS
- ✓ Verify Discipline reports with SPED department before approving.
- ✓ NPS Discipline reporting
- ✓ Restraint and Seclusion reporting

- **Post-secondary outcome surveys:** *Post-secondary data is due in SIRAS on Friday, June 28th for EOY 4 Reporting.* See the Post-Secondary Help Sheets on the [SIRAS4Admins Padlet](#) for more information.

- **Work-based learning data (WBLR):** Locate/print reports for students who have completed 100 hours of work-based learning and those who have completed 4 courses of college/career classroom-based experience. *Enter WBLR information into your SIS by Friday, June 28.*

- Getting ready for 2024-25: [SIRAS Rollover Help](#) as well as [Admin Page Help](#)

- Rollover for Ventura County SELPA is scheduled for the weekend of July 13.

- **Ventura County SIRAS Trainings and Office Hours with SELPA will be posted on our Padlet. Please bookmark the 2024-25 Padlet found here as it will be updated periodically: *[SIRAS Workshop flyers 24-25](#)***

- The schedule of **SIRAS Support Webinars** is posted on the [SIRAS4CALPADS Padlet](#).