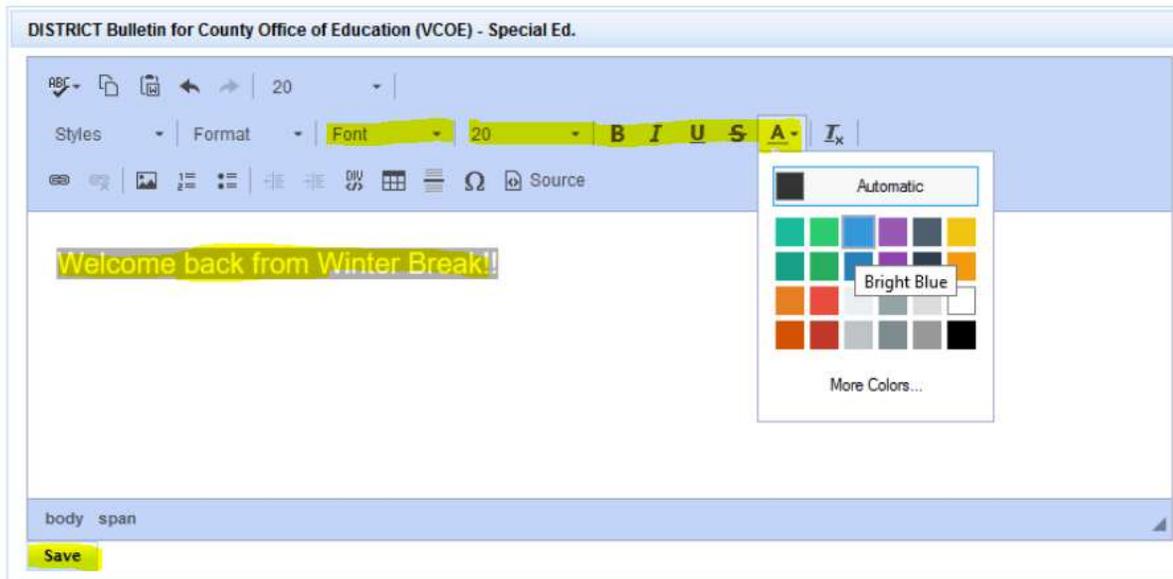


This feature is only available for users who have CASEMIS Clerk Access. Located under /Tools menu, the /SELPA/District/School Admin page is only accessible only by users who have District or School CASEMIS Clerk access and serves two functions:

- 1) Allows one to create a district level bulletin board
- 2) Allows one to plot school holidays of more than 5 days.

1) District Bulletin Board:

To start developing a district bulletin board click the 'Edit' button. Type text you want to communicate to all the other users within your district into the web composer. Use the web tools above to modify the text.



When done click the "Save" button below. Log out then back in again and now you (as well as all the other users in your district) will see three buttons on the bulletin board on the SIRAS Home Page. The button with the label of your district will transition the current bulletin board to the district bulletin board.

2) Entering Calendar Events:

Entering District Holidays:

Plot school holidays using the "Calendar events / School Holiday" tool. This should be done at the end of every school year by the CASEMIS Clerk or special ed. director. Doing this will do two things: it will plot the holidays (colored green) in the District Calendar located under Tools menu; and it will adjust the 60 day evaluation completion count down for an Initial Evaluation and a Triennial, moreover it will adjust the 30 day countdown for an Interim Placement "Review (30 Days)". The assessment timeline count down (visible on the Choose Student List right column) will be adjusted based on your district's holidays that exceeds more than 5 days.

Enter the first and last calendar days that students do not attend school.

Calendar events / School Holiday for County Office of Education (VCOE)					
Event Type	Description	Start Date	End Date	Days	
School Holiday	Summer Break	6/18/2019	8/22/2019	66	X
Progress Report Date	Second Quarter	3/1/2019	3/1/2019	1	X
Progress Report Date	First Quarter	10/1/2018	10/1/2018	1	X
School Holiday	Winter Break	12/25/2017	1/5/2018	12	X

4 records 20 per page

[Create New Calendar Event](#)

- All events will be displayed on the Calendar
- Event Type: School Holiday. Holidays in excess of five consecutive school days will postpone IEP deadlines. Start Date/End Date = First and last calendar day that students do not attend school.
- Event Type: Progress Report Date - works at the district or school level, will provide suggested dates for the Progress Report development area. Only start date is relevant. Dates defined at the school will override those defined at the district.

To do this:

1st click the “Create new Calendar Event” button then under the ‘Description’ header overwrite the text ‘School Holiday’ with the name of the holiday i.e. Thanksgiving Vacation;

2nd enter the vacation ‘Start Date’ and ‘End Date’;

3rd under the ‘Event Type’ enter a further description (optional);

4th events will save automatically. You do not need to do anything to save the events.

Note: You can enter in all district wide holidays. Only those holidays that exceed 5 school days will adjust the 60 day assessment count down.

Entering Progress Report dates:

This will add a pop down menu on the Progress Report page so staff can more efficiently enter the progress report dates instead of repeatedly entering the same dates for different student.

- Under the Tools menu select the ‘SELPA/District/School Admin’.
- Click the “Create New Calendar Event” button
- This will open a new row. It may materialize in the middle, but it will noted as ‘New Event’ – ‘Please select one’
- Enter in the ‘Start Date’ the date of the Progress Report (which is the date that the general ed students have their report cards sent)

5) We suggest under the 'Description' column replace 'Date' with the quarter.

Event Type	Description	Start Date	End Date	Days	
School Holiday	Summer Break	6/18/2019	8/22/2019	66	X
Progress Report Date	Second Quarter	3/1/2019	3/1/2019	1	X
Please select one...	New Event	1/13/2019	1/13/2019	1	X
Please select one...	First Quarter	10/1/2018	10/1/2018	1	X
School Holiday	Winter Break	12/25/2017	1/5/2018	12	X

20 per page

Create New Calendar Event

- All events will be displayed on the Calendar
- Event Type: School Holiday. Holidays in excess of five consecutive school days will postpone IEP deadlines. Start Date/End Date = First and last calendar day that students do not attend school.
- Event Type: Progress Report Date - works at the district or school level, will provide suggested dates for the Progress Report development area. Only start date is relevant. Dates defined at the school will override those defined at the district.

Newly created events auto populate today's date and sort according to start date

Note: If a school has different report dates than the rest of the district, drill down to that school by clicking the little school house (located in the upper left corner) and entering the progress report dates there. The school progress report dates will supersede the district progress report dates.

This is what users will see on their Progress Reports if the progress report dates are entered as a calendar event.

Progress Report Last, First (12354678901) IEP Lock

English Spanish

Current Progress Archived Progress

Add date(s)... Dates reports sent: 10/1/2018 1/13/2019

Add date(s)...

3/1/2019

6/1/2019

Goals