

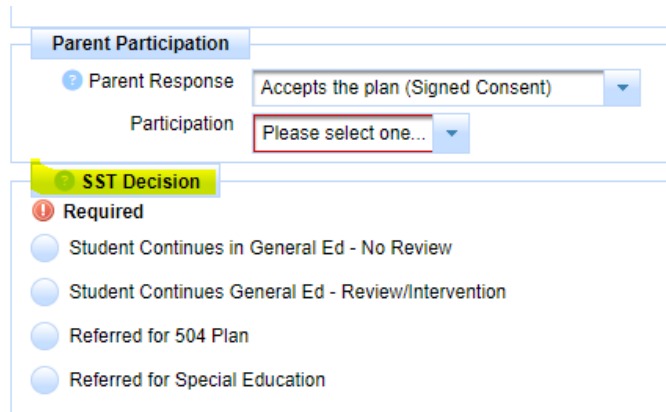
When a general education student is at risk in accessing the curriculum in the school setting, the Student Study Team (SST) may gather to document the concerns and determine appropriate actions. The SST Tracker is a module designed to help facilitate the coordination and development of SST forms and obtain information from general education teachers, staff and/or parents. Some features include meeting dates in the calendar (located under the Tools menu); reminders and timeline status displayed on the SIRAS Home Page and the Student List. The Student List and the Search functions are used according to your customized needs. A snapshot of important data items about each student are located on the MIS Summary page and can be validated for accuracy.

Click here to for [10 Steps to Complete an SST Meeting](#)

Under the SST Manager you can create a SST Meeting, or Follow-up. This will generate the SST forms that can be filled out and after they are submitted, SIRAS will show an orange warning if a required field on the form is empty. Documents may be uploaded and associated with the meeting under the 'Uploaded Documents' tab. You can request notes and comments from the general education teachers about the student and then use those notes and comments to assemble a General Education Summary Report located under the 'Notes from General Ed.' tab. See [Request Notes and Comments from Teachers handout for directions. SST forms](#) are available in English and in Spanish. For a small fee, Siras Systems can develop your LEA's SST forms instead of using our generic version.

After each meeting, the team determines next steps:

1. Student returns to his regular classes with accommodations to the general education teacher on how to help the student succeed.
2. Student returns to his regular classes with intervention(s) for which the team will monitor progress. The team will plan the next SST meeting to discuss progress.
3. Student is referred for a 504 Plan assessment. The student record will be transferred to the 504 Module as a pending referral.
4. Student is referred for an assessment for Special Education, to determine if they are eligible for an IEP. The student record will be transferred to the Special Education Module as a pending referral.



The screenshot shows a web form with two main sections:

- Parent Participation:** Contains a dropdown menu for 'Parent Response' with the selected option 'Accepts the plan (Signed Consent)'. Below it is a 'Participation' dropdown menu with the text 'Please select one...' and a red border around it, indicating it is a required field.
- SST Decision:** A section with a red warning icon and the text 'Required'. It contains five radio button options:
 - Student Continues in General Ed - No Review
 - Student Continues General Ed - Review/Intervention
 - Referred for 504 Plan
 - Referred for Special Education

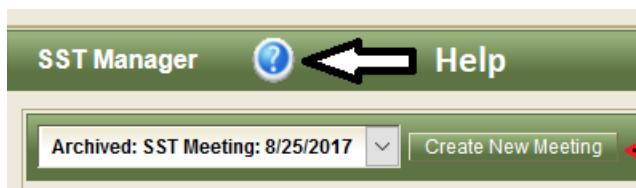
To get started setting up the SST Module User Accounts

1. Set up user accounts by going to the Tools Menu and select Manage Users. User Accounts maybe existing or new accounts may need to be created. General user accounts in the Special Ed. or 504 modules can remain as a General Users in the SST module and there is no need to do anything to their accounts. Users who will be assigned as a Coordinator role with school-wide access (multiple schools are permissible) will need that role added to their user account, or a new account created if the user doesn't have an existing account. Review [SST/504 User Setup](#) handout for directions. A SST Clerk has the highest level of access, is district-wide and is equivalent to a Sped Clerk in the SIRAS Special Education Module. Best practice is to have one SST Clerk assigned to the district (this can also be the Special Ed CASEMIS or 504 Clerk). The Clerk can assign the SST Coordinators to the schools where there is likely one per school (usually the school counselor or administrator). Once a user is assigned as a SST Coordinator they can log into the SST Module.

2. Adding Students can be done by going to the Student Info menu and selecting 'New Student'. Fill out the new student page and click **Create Record** located in the upper left-hand corner.



3. Start Meetings under the Forms or SST Manager.



Click the Blue Question Mark for HELP on the steps in holding a SST Meeting

SST Manager:

SST is divided into several tabs:

- **Pre Meeting:** forms to be used prior to the SST Meeting
- **Basic SST Forms:** Forms that make up the SST Plan. Siras Systems can customize which forms would be optional or required for both the SST and the SST Follow up meetings.
- **Other Forms:** Forms that are not part of the SST Plan but may be needed like Health History
- **Upload Document:** Upload documents to associate them with the SST Plan. If document uploaded is a PDF the document can be added to the Basic Forms and will be part of the SST Plan.
- **General Ed Rpt:** This allows the Coordinator to request information from general ed teachers via email form link which would develop a comprehensive General Ed Summary Report. Click [here](#) for more information.
- **Link / Requests:** stores a history of email form links to confirm if the email form link has been received and completed.
- **Change Log:** Logs changes after the meeting has been held.

SST Manager ?

In Development: SST Meeting
Meeting Held
Translation Req'd
Print/Preview/Options

Meeting Schedule

Meeting Purpose: **SST Meeting** Edit

Meeting Date: 🔒

Place:

Plan Effective Date: 🔒

Scheduled Next SST Review: 🔒

Scheduling Notes:

Interpreter Needed

Record Contact Attempt

Add Meeting Continuation

Pre-Meeting
Basic SST Forms
Other Forms
Uploaded Documents
Gen Ed Rpt
Links / Requests
Change Log

| Edit Forms | Status | Action | Delete |
|---|----------|--------|--------|
| [SST 1] Referral to Student Study Team | Required | | |
| [SST 2] Student Strengths | Required | | |
| [SST 3] Student Info & Area of Concern | Required | | |
| [SST 4] Student Study Team Plan | Optional | | |
| [SST 5] Instructional Accommodations | Required | | |
| [SST 6] Needs Met in General Ed Setting Checklist | Required | | |
| [SST 7] Behavior Plan | Optional | | |
| [SST 9] Attendance and Signatures | Required | | |
| [SST 10] Meeting Notes | Optional | | |

Creating New Record

Duplicate records are not allowed in SIRAS. Do not create a record without obtaining the SSID to prevent duplicate records. If the student already exists in SIRAS as Inactive either in the 504 module or the Special Ed module, you will need to request the student transfer. This is done under Tools menu / Request Student Transfer. This will allow the user to request a transfer from module to module or from district to district.

Please email steve@sirassystems.com when you are ready to start