Locating Forms in SIRAS

All IEP Forms are located on the IEP Manager.   Once a meeting purpose has been selected, SIRAS will generate all of the forms needed for that particular meeting, based on the age and grade of the student and whether or not the student is an English Learner. The list of IEP forms will be found under the blue menu bar that goes across the center of the page. Required forms will be in red. Optional forms will be yellow.

"Pre-IEP" forms are in a folder to the right of the IEP forms. All forms that may be needed prior to the IEP for the student are listed in this folder. There is also a folder for "Other forms" which includes forms typically filled out during or after an IEP meeting, but that are not actually pages in the IEP.

Instructions for the IEP forms can be accessed by clicking on the word "Help" on the menu bar at the top of the IEP form while you are viewing it. Instructions are also available on the SELPA website www.venturacountyselpa.com under SIRAS User's Manual. The menus for the forms can be found under Tools/Added Forms/Menu Options or in the User's Manual on the SELPA website.

Spanish forms (Pre-IEP, IEP, and Other) are also found on the IEP Manager, but the Spanish forms do not appear until after you save the English version of the form and check the "Translation Needed" box on the IEP Manager (on the blue bar across the middle of the page). Remember not to open any Spanish form until after the corresponding English form is completely filled out.   See the document on *Accessing Spanish Forms/Translating IEP Forms into Spanish* for more detailed information about accessing and using Spanish forms.

Other forms and documents that may be of assistance in developing the IEP can be found under Tools/Added Forms. For ease of access, the list is divided into the following categories: Annual Progress, Behavior, Brochures, FAPE Offers, Health/Medical, IEP, Legal, Menu Options, STAR, Transition/Transfer, and Triennial. The forms in this list have been requested by users; additional forms and/or categories can be added if requested and approved by SELPA.

The Information for the General Education Teacher Form is located under Tools/Download Forms along with other Non-IEP forms that might be needed such as the CMA Decision Making Worksheet and the ESY Consideration Checklist. There are also blank forms which could be used in an emergency under Download Forms. Forms downloaded from this tab will not be connected to the IEP, but they could be scanned and uploaded into the student's Documents File under Student Info/Student Profile if desired.

Assessment Report templates are also located under Tools. These legally compliant templates for writing assessment reports are designed to be downloaded to the user's computer and customized. Completed reports are then uploaded to the Documents File under Student Info/Student Profile.