

**Purpose:** Guidance on how to use Next Year's Data to prepare Siras this academic year, for changes appropriate for the coming academic year.

**Overview:** This document focuses on preparing Siras for the coming academic year from the Admin perspective of staff who will be needing to send students to new schools within the same district and sending students to other districts entirely, from the perspective of both the sending and receiving districts.

#### **Where Next Year's Data can be created**

/Student Info / Next Year's Data

IEP Manager / Revision to next year, Record of changes forms

#### **What Next Year's Data can be used for**

Allowing feeder districts to guide their current 8<sup>th</sup> graders to high school district

Allowing staff to amend the IEP for the coming year with delayed start of changes

#### **Account set up for Next Year's data - Sending**

IEP team can create/fill in Next Year's Data (IEP Manager)

Next Year's District set by Feeder District to 'Send' record (MIS data)

#### **Account set up for Next Year's data - Receiving**

View Incoming District Roles: ***District SPED*** or ***District Admin 1*** or ***District Admin 2***

Next Year's schools, case manager set by incoming district

View Incoming School Roles: ***School SPED*** or ***School Admin 1***

#### **How to Create Next Year's data for Rollover - Gen. User / Admin User**

Go to Next Year's data area and click 'Create Next Year's Data'

#### **How to view Next Year's data**

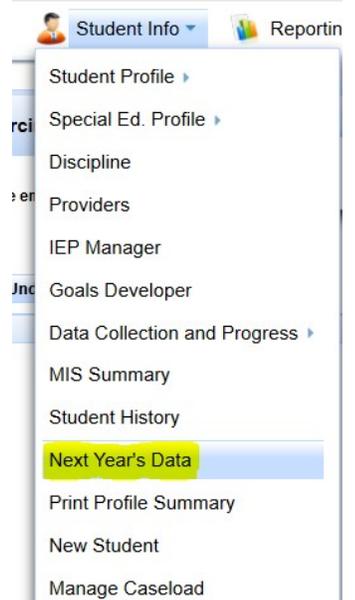
- View as incoming district/school (Ex. Incoming Freshmen)
- View as current district
- Individual student information
- Lists of Next Year's data

#### **Advanced Topics:**

## Where Next Year's Data can be created:

- Next Year's Data tab
- Record of Change – Revision to IEP form

The Next Year's Data tab is located in the Student Info menu. This page contains data that will rollover and replace the current data with the next year's data during the rollover which occurs sometime in July-August after the completion of June CASEMIS for the next school year. These fields include next year's SELPA; DOS; DOR; School Attending; School Residence; Transportation; Services; Providers; Statewide Assessments; Placement and % in General Ed.



View of Next Year's data from Case Manager perspective:

In development: Annual Review
Meeting Held 
Translation Req'd 
Preview/Print ▶

Meeting Purpose **Annual Review** [Edit](#)
Secondary Purpose

Meeting Date   📅
Place

Implementation Date   📅
Next Review 11/13/2021 📅

Scheduling Notes:  
Interpreter Needed

Add Contact Attempt
Add Meeting Continuation

Pre-Meeting
Basic IEP Forms
Assmt. Reports
ISP Forms
Other Forms
Uploaded Documents (0)

Edit Forms	Status	Action	Delete	
<span style="border: 1px solid #ccc; padding: 2px;">[IEP 1] Demographic</span>	Required			<a href="#">debug</a>
...				
<span style="border: 1px solid #ccc; padding: 2px;">[IEP 13] Revisions to IEP for Next School Year</span>	Optional	<a href="#">Edit Next Year's Data</a>		
<span style="border: 1px solid #ccc; padding: 2px;">[IEP 15] Consent to Bill MediCal</span>	Optional			

## /Student Info/Next Year's Data

View of Next Year's data from Sending Admin perspective:

Next Year's Data


Unlock
Refresh
Active Special Ed. SDC

Changes for next year will take effect and grades will be incremented shortly after the end of the school year. For all fields that are blank, the current data will remain.

**Next Year's School**

Next Year's Data	Current Data
SELPA <span style="float: right;">Your County SELPA - 1234</span>	Your County SELPA - 1234
<span style="background-color: yellow;">?</span> District Attending <span style="float: right;">[Dropdown]</span>	Your Elementary District
<span style="color: blue;">?</span> School Type <span style="float: right;">[Dropdown]</span>	Special Education Center or facility
<span style="color: blue;">?</span> School Attending <span style="float: right;">[Dropdown]</span> Track <span style="float: right;">[Dropdown]</span>	Your Elementary School - 1234567
<span style="color: blue;">?</span> Retain Grade <input type="checkbox"/> Next grade: Sixth grade	Fifth grade
<span style="color: blue;">?</span> District of Special Ed. Accountability <span style="float: right;"><a href="#">Edit</a></span>	Your Elementary District - 7654321

**Special Ed.**

Next Year's Data	Current Data
<span style="color: blue;">?</span> % Time in Gen. Ed. <span style="float: right;">[Input]</span>	3
<span style="color: blue;">?</span> Placement <span style="float: right;">[Dropdown]</span>	SDC
<span style="color: blue;">?</span> Program <span style="float: right;">[Dropdown]</span>	
<span style="color: blue;">?</span> Special Transportation <input type="radio"/> Yes <input type="radio"/> No	Yes

## What can Next Year's Data be used for:

- Store changes to schools within district that will be applied during the summer rollover.
- Store changes to new districts that will be applied during the summer rollover.
- Store changes to an IEP plan that doesn't take affect until when school comes back in fall.
- Review incoming Freshmen for projection counts for staffing of HS districts in the coming year.

## Account Setup for Next Year's Data: Sending/Receiving

### Required Roles:

#### Required User Role:

- District CASEMIS (District SPED)
- District Admin 1
- District Admin 2
- School CASEMIS (School SPED)
- School Admin 1

#### School House Icon Mode for 'Next year preview:'

- Current Year
- Incoming Students
- Next Year Preview

**Roles and Rights**

	General User	Goals Only	SELPA User	SELPA (No Transfer)	SELPA Read Only	District CASEMIS	District Admin. 1	District Admin. 2	District Wide	District Read Only	School CASEMIS	Charter-School	School Admin. 1	School Admin. 2	Site Wide	School Read Only	Translator (District)	Translator (School)
RIGHTS (RULES)																		
Individually Assigned Records	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Automatic Assigned Records			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SELPA Level Access			X	X	X													
District Level Access						X	X	X	X	X							X	
School Level Access											X	X	X	X	X	X	X	X
Read Only Access			X		X					X						X		
Read Only Except Write Goals			X															
Upload Added Forms			X	X	X													
Delete Added Forms			X	X	X													
View DOR						X	X	X	X	X								
View Incoming Students						X	X	X			X		X					

- ✓ District Level Roles will allow user to see students with their District as 'Next Year's District'
- ✓ School Level Roles will allow user to see students with their School as 'Next Year's School'

## How to create Next Year's Data for Rollover - Gen User

If Next Year's data has not already been created, going to the Next Year's Data page will show you a 'Create Next Year's Data' button. Click this button to open up the fields to populate.

**Next Year's Data**
**Last, First (123456)**

No next year's data is defined. Grades will be incremented shortly after the end of the school year but all current services, providers and other data will remain as is.

Create Next Year's Data

Rollover processed on 7/1/2019 12:00 AM

Support
Contact

**Next Year's Change forms:** *Record of Change forms or IEP 13 Revision to Next Year's IEP form (depending on your SELPA)*

The Next Year's Data page is connected to the Record of Change forms or IEP 13 Revision to Next Year's IEP form (depending on your SELPA) so when the form is completed the next years data will be populated on the Next Year's Data page. Normally these forms are not used unless the student is having a transition. Once on the page many of these items are Search-able and List-able which assists in the development of a matriculation list [where/what the student has currently and where/what the student will have next year].

**Note 1:** The user cannot change the next district/school nor the next Case Manager on the form, this can only be done on the Next Years Data tab. To the right of the Record of Change or the IEP 13 Revision to Next Year's IEP (depending on the SELPA) there is a link that will take the user to the Next Years Data tab so that they can easily change the Next School and the Next Case Manager. When done, click the meeting link returning to the IEP Manager and open the form.

**Note 2:** If there is a change in services, remember to enter all services that the student will have next year; not just the ones that are different.

In development: Annual Review
Meeting Held 
Translation Req'd 
Preview/Print

Meeting Purpose: Annual Review Edit

Meeting Date:

Implementation Date:

Scheduling Notes:

Secondary Purpose:

Place:

Next Review: 11/13/2021

Interpreter Needed

Add Contact Attempt
Add Meeting Continuation

Pre-Meeting
Basic IEP Forms
Assmt. Reports
ISP Forms
Other Forms
Uploaded Documents (0)

Edit Forms	Status	Action	Delete
<input type="checkbox"/> IEP 11 Demographic	Required		debug
...			
<input type="checkbox"/> IEP 13 Revisions to IEP for Next School Year	Optional	Edit Next Year's Data	
<input type="checkbox"/> IEP 15 Consent to Bill MediCal	Optional		

Updated by SIRAS System

## How to create Next Year's Data for Rollover - Admin

If Next Year's data has not already been created, going to the Next Year's Data page will show you a 'Create Next Year's Data' button. Click this button to open up the fields to populate.

**Next Year's Data**
**Last, First (123456)**

No next year's data is defined. Grades will be incremented shortly after the end of the school year but all current services, providers and other data will remain as is.

Create Next Year's Data

Rollover processed on 7/1/2019 12:00 AM

Support
Contact

Next Year's Data
+
IEP
🔒 Unlock
🔄 Refresh
Active Special Ed. SDC

Changes for next year will take effect and grades will be incremented shortly after the end of the school year. For all fields that are blank, the current data will remain.

**Next Year's School**

Next Year's Data	Current Data
SELPA <span style="float: right;">Your County SELPA - 1234</span>	Your County SELPA - 1234
<span style="background-color: #ffff00; padding: 2px;">District Attending</span> <span style="float: right;">Your Elementary District</span>	Your Elementary District
<span style="color: blue;">?</span> School Type <span style="float: right;">Special Education Center or facility</span>	Special Education Center or facility
<span style="color: blue;">?</span> School Attending <span style="float: right;">Track</span> <span style="float: right;">Your Elementary School - 1234567</span>	Your Elementary School - 1234567
<span style="color: blue;">?</span> Retain Grade <input type="checkbox"/> Next grade: Sixth grade <span style="float: right;">Fifth grade</span>	Fifth grade
<span style="color: blue;">?</span> District of Special Ed. Accountability <span style="float: right;">Your Elementary District - 7654321</span>	Your Elementary District - 7654321
<span>Edit</span>	

**Special Ed.**

Next Year's Data	Current Data
<span style="color: blue;">?</span> % Time in Gen. Ed. <input type="text"/>	3
<span style="color: blue;">?</span> Placement <span style="float: right;">SDC</span>	SDC
<span style="color: blue;">?</span> Program <span style="float: right;"></span>	
<span style="color: blue;">?</span> Special Transportation <input type="radio"/> Yes <input type="radio"/> No Yes	

## How to view Next Year's data



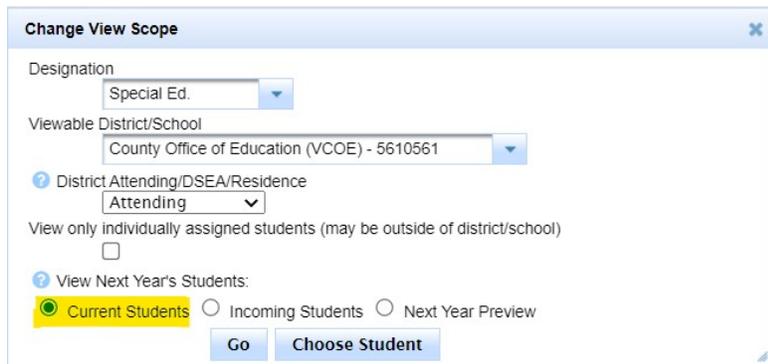
Then go up to the little school house in the upper right-hand corner to open the Change View Scope dialog box. This will allow you to switch your focus from your district's students to only those students who have your district listed as Next Year's District on the Next Year's Data page.

### School House Icon Mode for 'Next year preview:'

- Current Year
- Incoming Students
- Next Year Preview

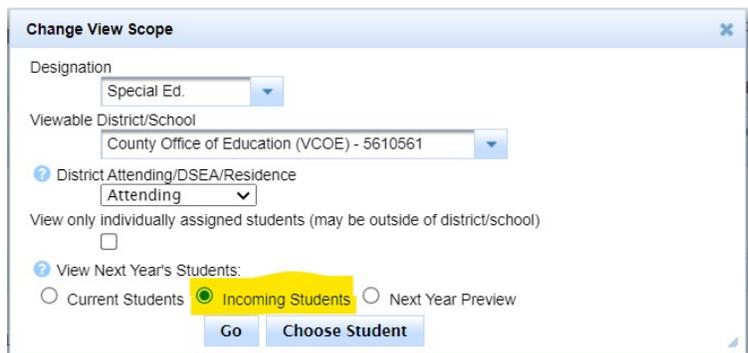
### Current Year:

This is the regular way of viewing your existing data. This option does not show next year at all, it is your default normal way to login.



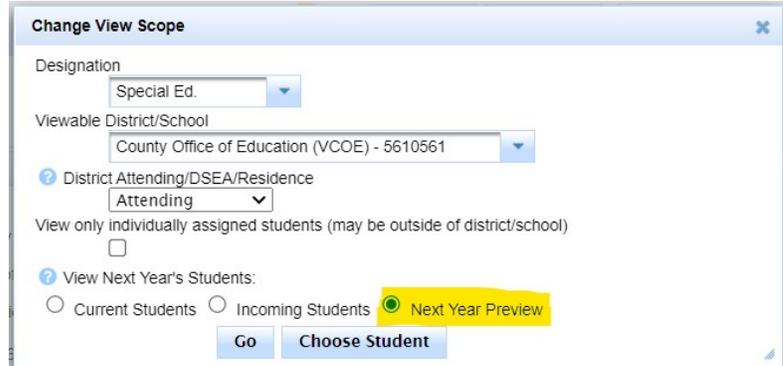
### Incoming Students:

This option will show only the records that have your District or School as Next Year's District or School



## Next Year Preview:

This option will show both your regular current year records and the incoming records at the same time.



## Incoming Freshman Students or Transfer Students:

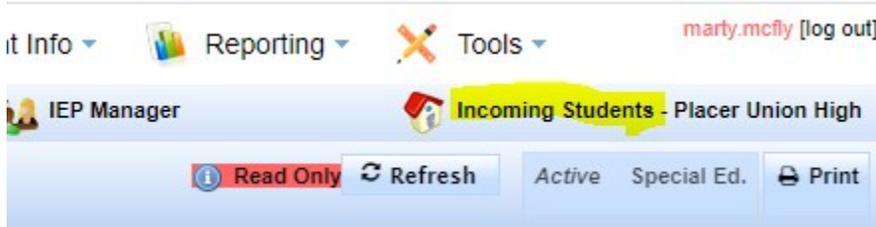
By entering the Next Year's SELPA & District that district entered in that field will be able to view that record as read only except for the Next Year's Data page. The purpose is so that the district can plan ahead of time for incoming students. To view incoming students from another district you must first have either CASEMIS Clerk or District Level 1 admin access.

The admin user will be able to enter the next year's school and providers for those students on the Next Year's Data page; that is the only thing that they can edit. You may need to unlock the page before being able to change anything. Once the data has been entered, they will also be able to generate lists, do searches on the next year's data as well as view the IEP and MIS Summary page as read only of those students.

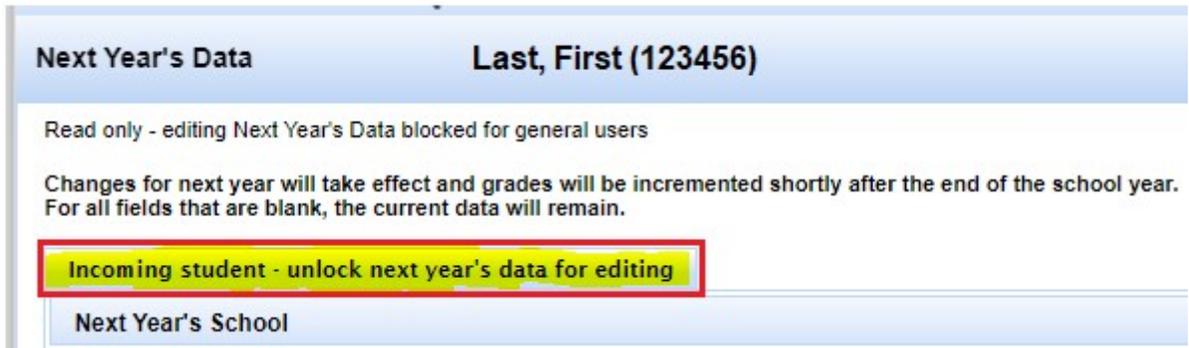
Often this scenario plays out when a high school district wants to plan for their incoming Freshman. If all the students at a particular elementary district or school are going to the same high school district the CASEMIS Clerk or special ed secretary can use the 'Batch Edit/Submit' under tool to enter the students' new high school district en masse. Please contact Siras Systems should you need assistance with this. This can also be done individually by a provider to that student by going to the Next Year's Data page.

After this has been done, the high school district admin user can view all those students as read only and prepare for those incoming freshmen. This would not be necessary if the district is a unified school district.

## How to edit Next Year's Data for a student coming to your District next year

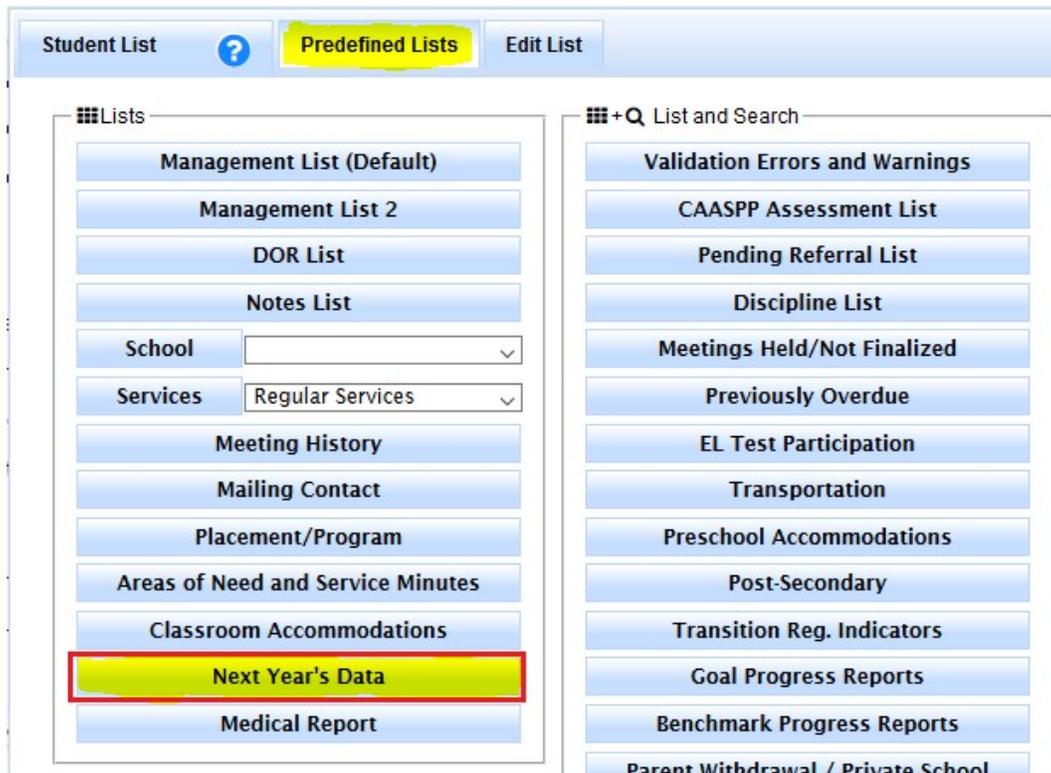


When viewing Incoming Students you can go to Next Year's Data and set information like Next Year's School and Case Manager.



## Review and Compare Current data with Next Year's Data:

It is a good idea at the end of the school year to review the next year's data to confirm that it is accurate before Siras Systems performs the roll over & grade advance. To do this go to the Reporting Menu and select Student List; then select the Predefined List. There select the Next Years Data List (this is a matriculation list showing school/provider/services that the student has now and the school/provider/services the student will have next school year.

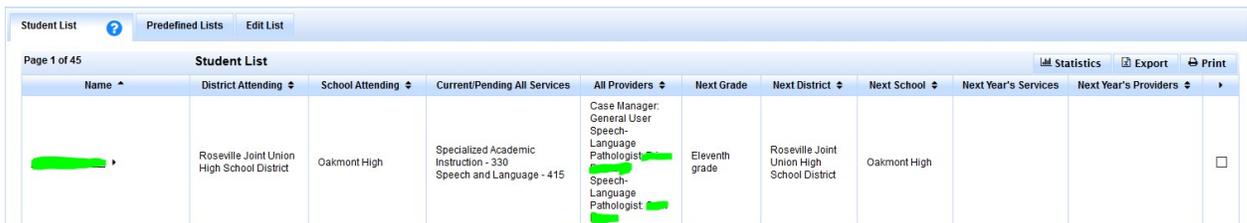


The screenshot shows the 'Predefined Lists' menu with the following options:

- Management List (Default)
- Management List 2
- DOR List
- Notes List
- School: [Dropdown]
- Services: Regular Services [Dropdown]
- Meeting History
- Mailing Contact
- Placement/Program
- Areas of Need and Service Minutes
- Classroom Accommodations
- Next Year's Data** (highlighted)
- Medical Report

On the right side, there is a 'List and Search' section with the following options:

- Validation Errors and Warnings
- CAASPP Assessment List
- Pending Referral List
- Discipline List
- Meetings Held/Not Finalized
- Previously Overdue
- EL Test Participation
- Transportation
- Preschool Accommodations
- Post-Secondary
- Transition Reg. Indicators
- Goal Progress Reports
- Benchmark Progress Reports
- Parent Withdrawal / Private School

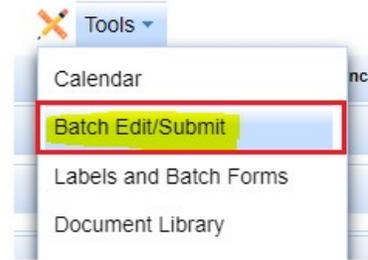


Name	District Attending	School Attending	Current/Pending All Services	All Providers	Next Grade	Next District	Next School	Next Year's Services	Next Year's Providers
[Redacted]	Roseville Joint Union High School District	Oakmont High	Specialized Academic Instruction - 330 Speech and Language - 415	Case Manager: General User Speech-Language Pathologist Speech-Language Pathologist	Eleventh grade	Roseville Joint Union High School District	Oakmont High		

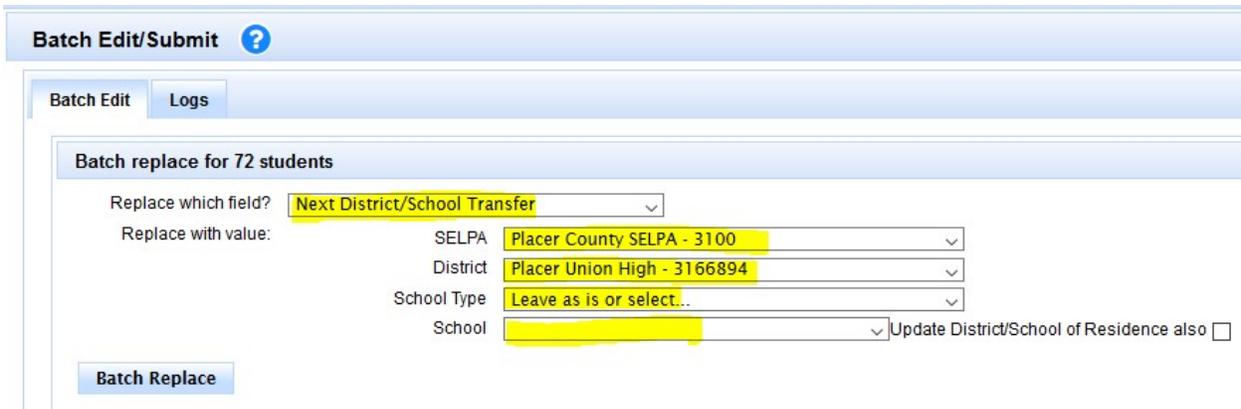
## Advanced Topics:

The focus of this document showed how we can set Next Year's Data for one record at a time.

In the case of feeder elementary or middle school districts where it is known that a majority of 8<sup>th</sup> graders will go to a specific district in the fall, staff can find these students and use the Batch Edit tool to set found sets of records all to the same Next Year's District.



Since the feeder district will not know what school or case manager these students will have once they arrive at the next district, they do not have to set this.



**Batch Edit/Submit** ?

Batch Edit | Logs

Batch replace for 72 students

Replace which field? **Next District/School Transfer**

Replace with value:

SELPA **Placer County SELPA - 3100**

District **Placer Union High - 3166894**

School Type **Leave as is or select...**

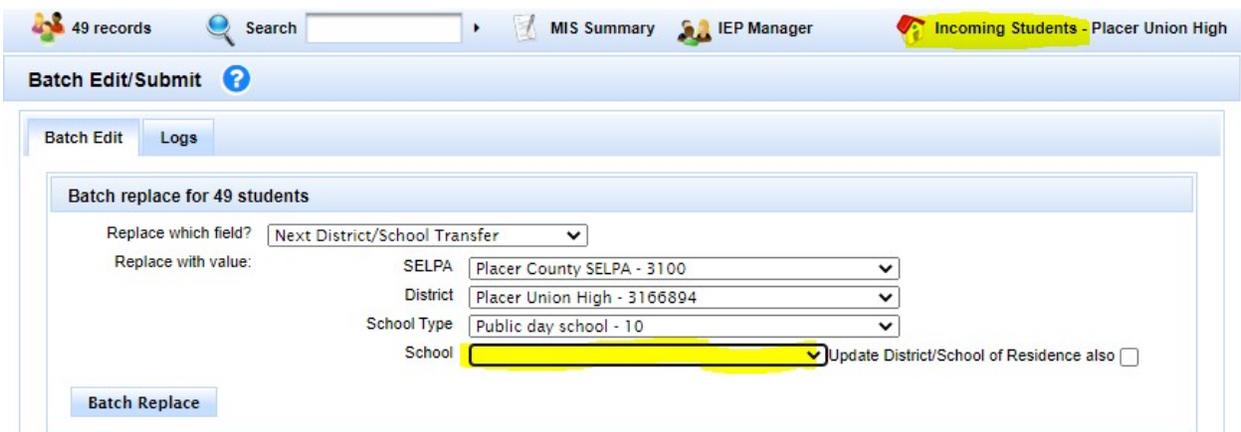
School **[Redacted]**  Update District/School of Residence also

**Batch Replace**

Once the Next Year's District has been set, admins from the other district can go in, unlock the next year's data and set the school and case manager etc. as needed.

In the same way a feeder district admin can set Next Year's District to another district.

An administrator from the Next Year's District can switch to the incoming view, find the records they want to set to the same school and use the same Batch Edit tool.



49 records | Search | MIS Summary | IEP Manager | Incoming Students - Placer Union High

**Batch Edit/Submit** ?

Batch Edit | Logs

Batch replace for 49 students

Replace which field? **Next District/School Transfer**

Replace with value:

SELPA **Placer County SELPA - 3100**

District **Placer Union High - 3166894**

School Type **Public day school - 10**

School **[Redacted]**  Update District/School of Residence also

**Batch Replace**