Next Year's Data - Pre Roll Over

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 8th 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'

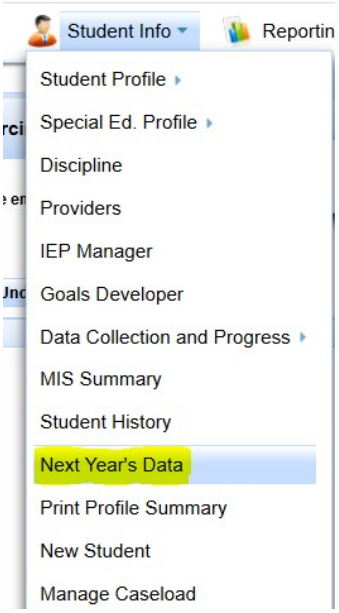
How to view Next Year's data

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

Advanced Topics:

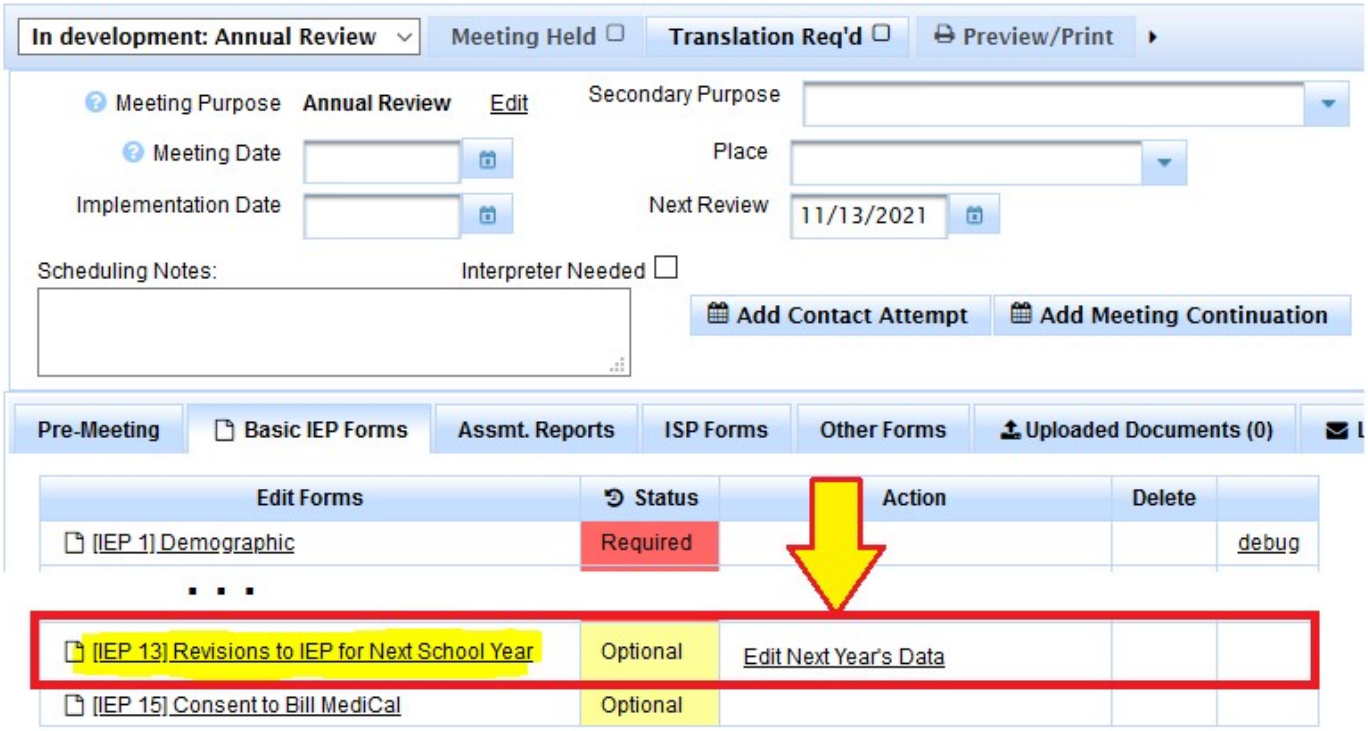
Where Next Year's Data can be created:

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



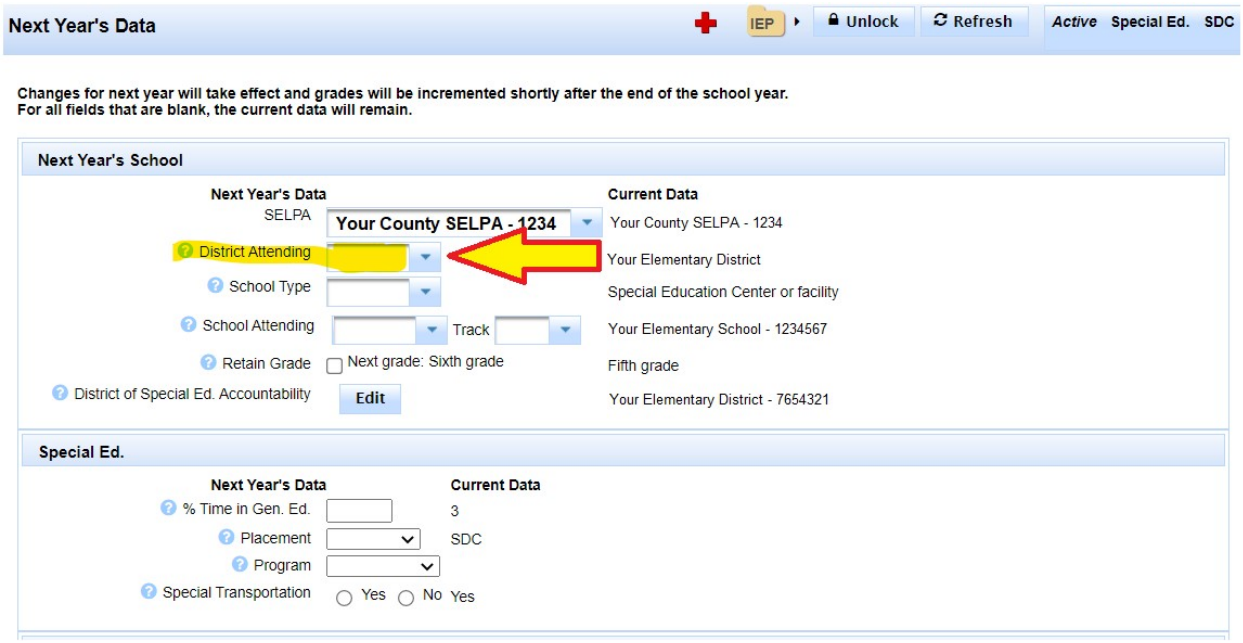
The Next Year's Data tab is located in the Student Info menu. This page contains data that will rollover and replace the current data with the next year's data during the rollover which occurs sometime in July-August after the completion of June CASEMIS for the next school year. These fields include 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:



/Student Info/Next Year's Data

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



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

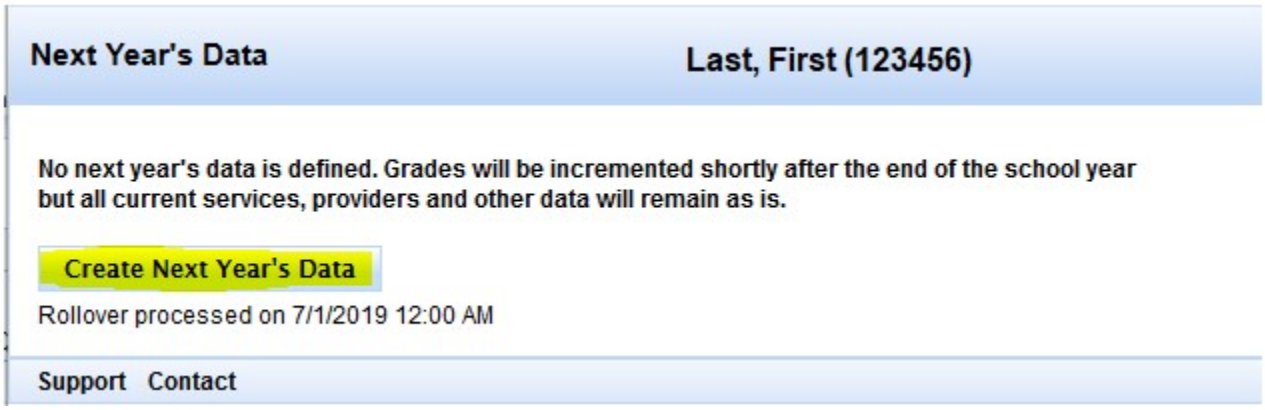
Roles and Rights

RIGHTS (RULES)	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)
Individually Assigned Records	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
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.

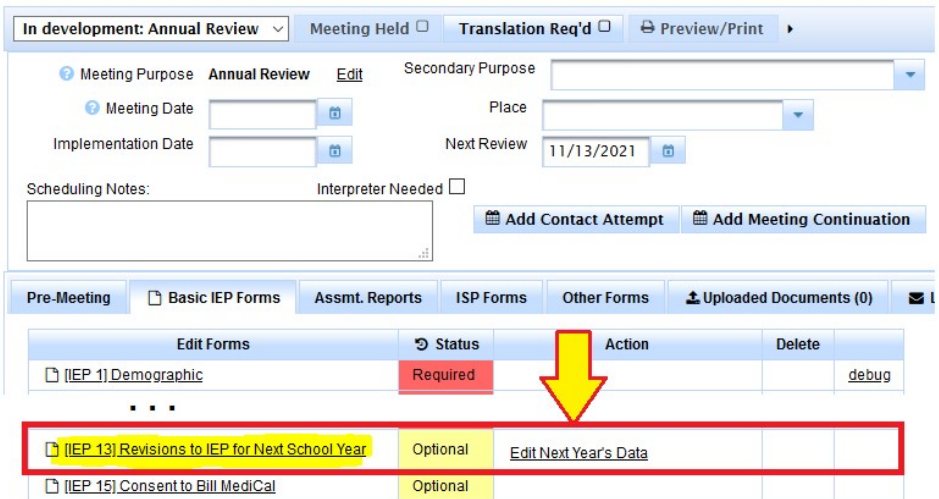


Next Year's Change forms: *Record of Change forms or IEP 13 Revision to Next Year's IEP form (depending on your SELPA)*

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].

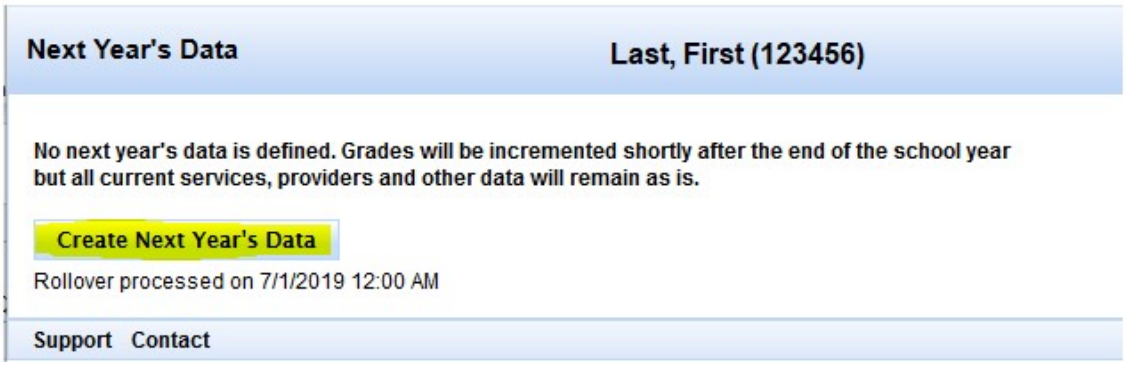
Note 1: The user cannot change the next district/school nor the next Case Manager on the form, this can only be done on the Next Years Data tab. To the right of the Record of Change or the IEP 13 Revision to Next Year's IEP (depending on the SELPA) there is a link that will take the user to the Next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

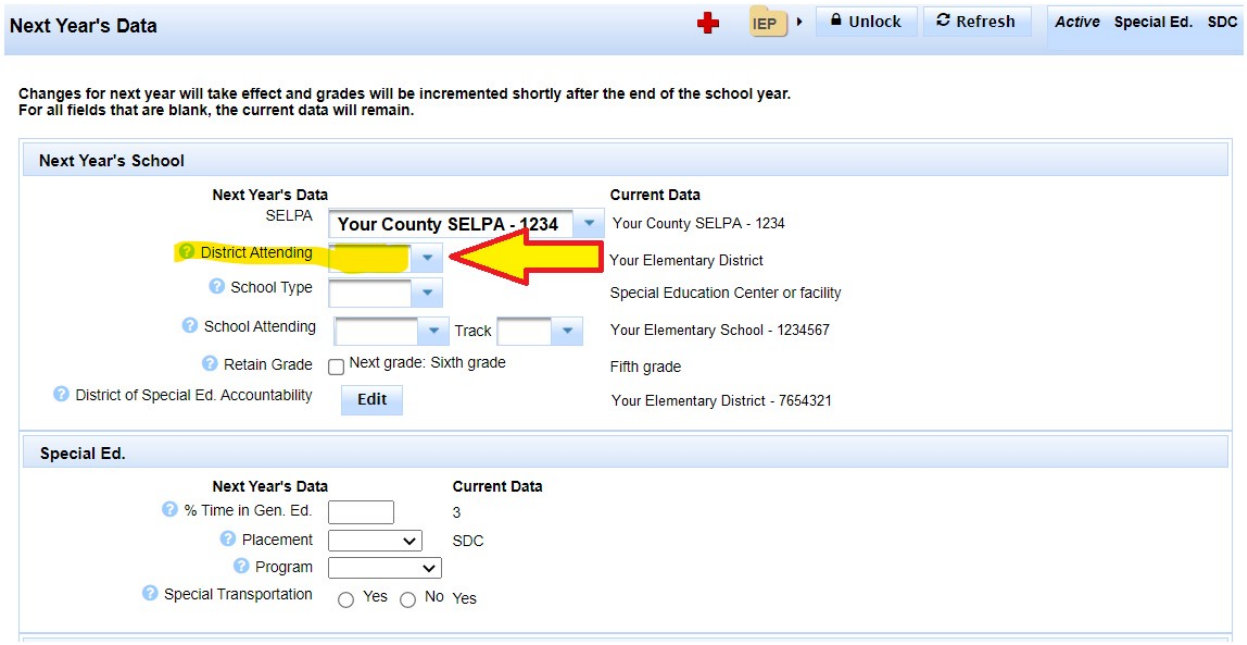
Note 2: If there is a change in services, remember to enter all services that the student will have next year; not just the ones that are different.



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.





How to view Next Year's data

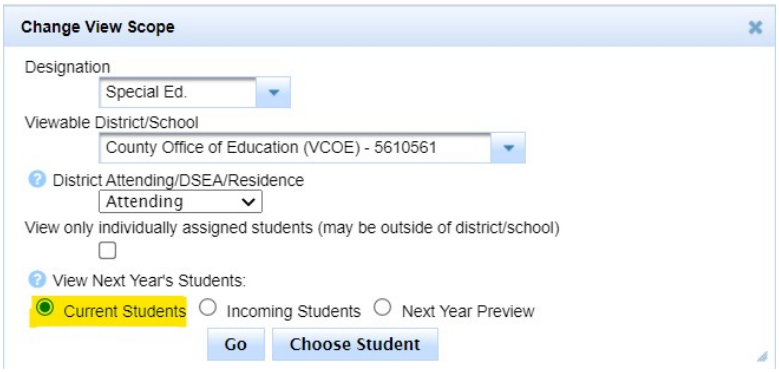
Then go up to the little school house in the upper right-hand corner to open the Change View Scope dialog box. This will allow you to switch your focus from your district's students to only those students who have your district listed as Next Year's District on the Next Year's Data page.

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

- Current Year
- Incoming Students
- Next Year Preview

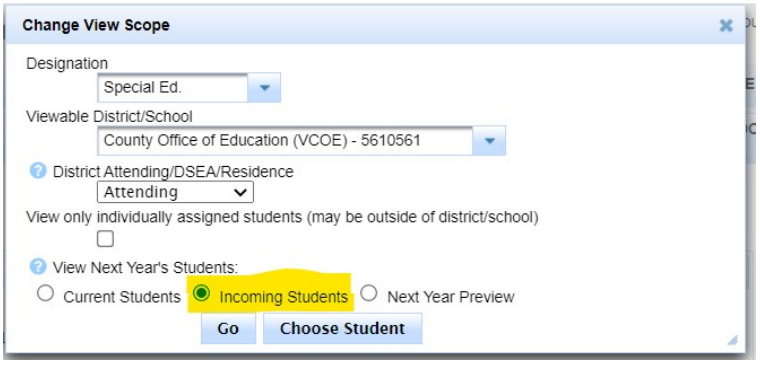
Current Year:

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.



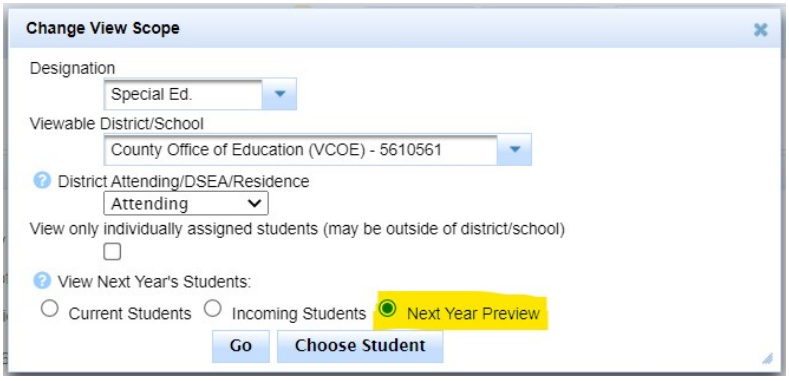
Incoming Students:

This option will show <u>only the records</u> that have your District or School as Next Year's Distr**ict 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:

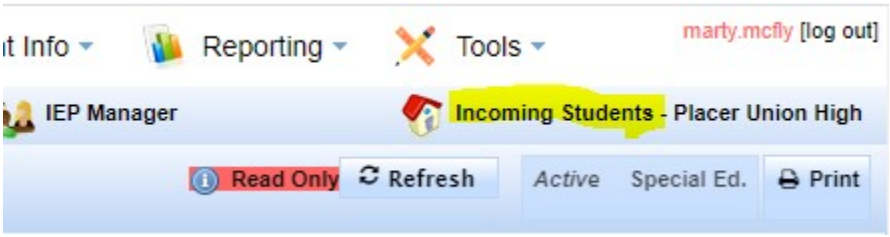
By entering the Next Year's SELPA & District that district entered in that field will be able to view that record as read only except for the Next Year's Data page. The purpose is so that the district can plan ahead of time for incoming students. To view incoming students from another district you must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

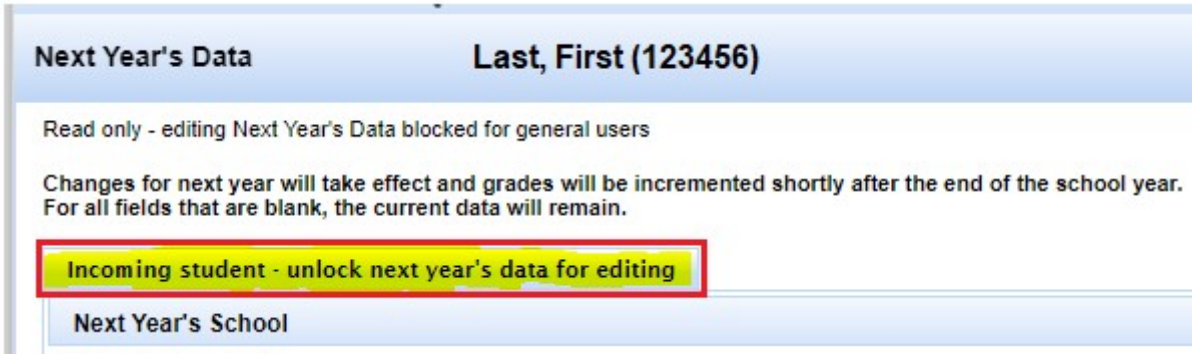
Often this scenario plays out when a high school district wants to plan for their incoming Freshman. If all the students at a particular elementary district or school are going to the same high school district the CASEMIS Clerk or special ed secretary can use the 'Batch Edit/Submit' under tool to enter 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

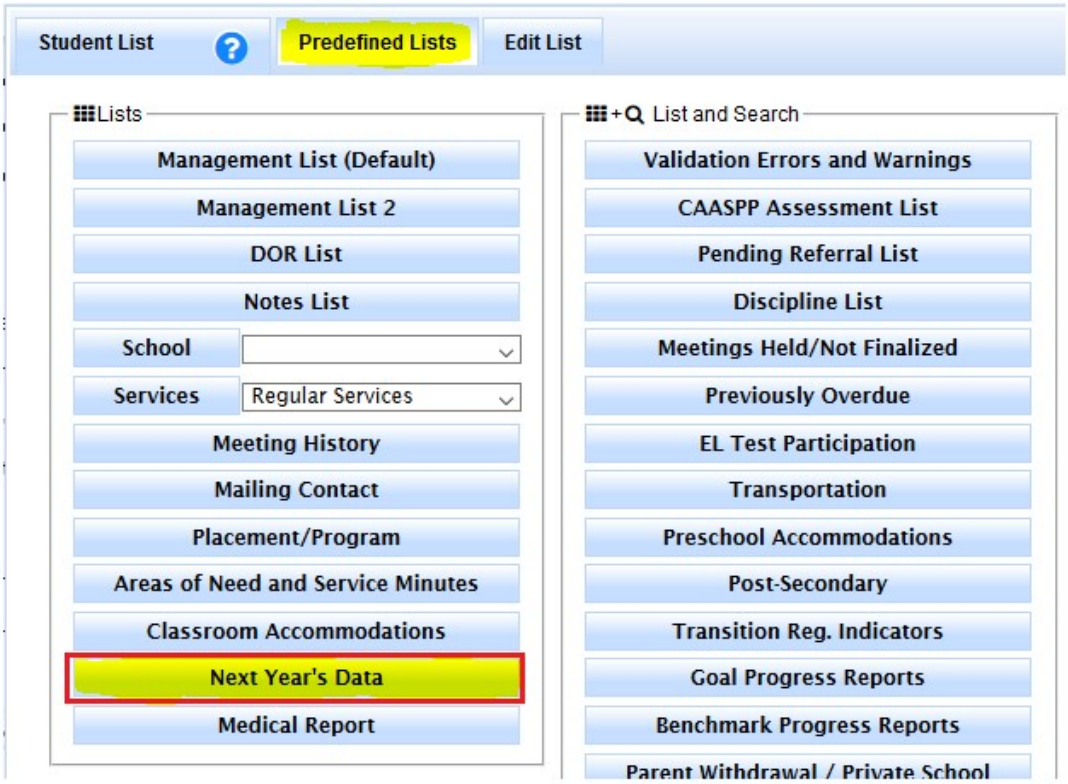


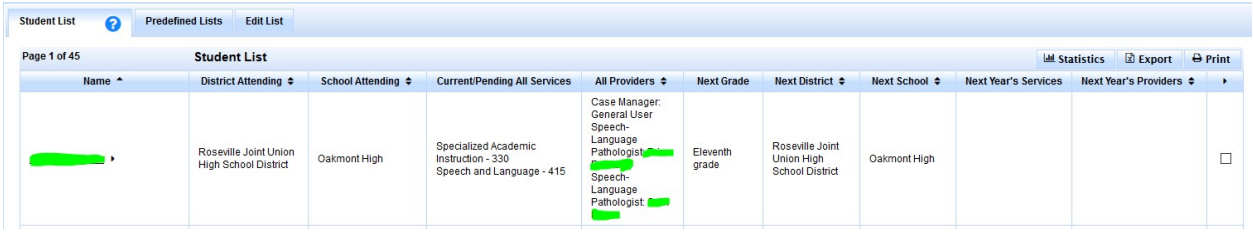
When viewing Incoming Students you can go to Next Year's Data and set information like Next Year's School and Case Manager.



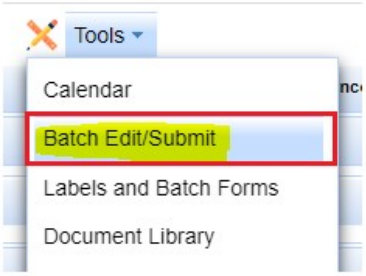
Review and Compare Current data with Next Year's Data:

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.





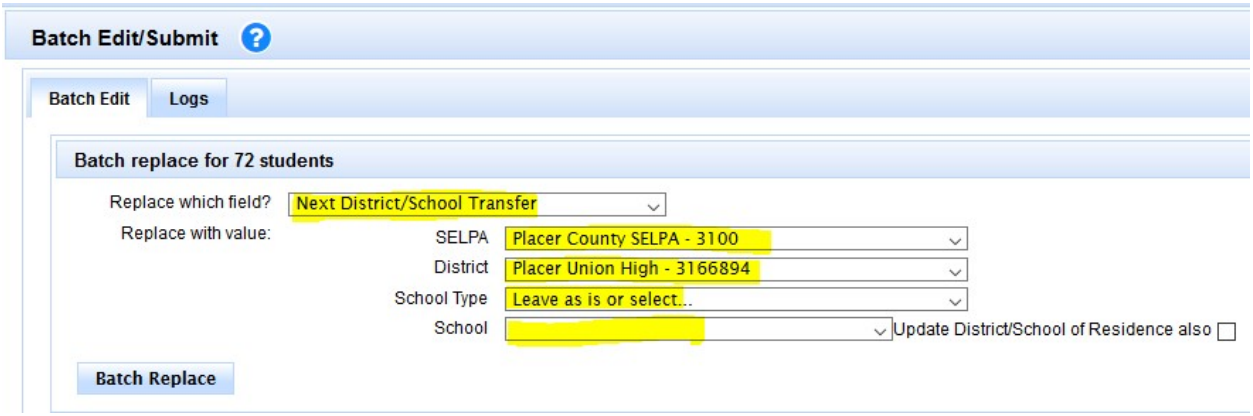
Advanced Topics:



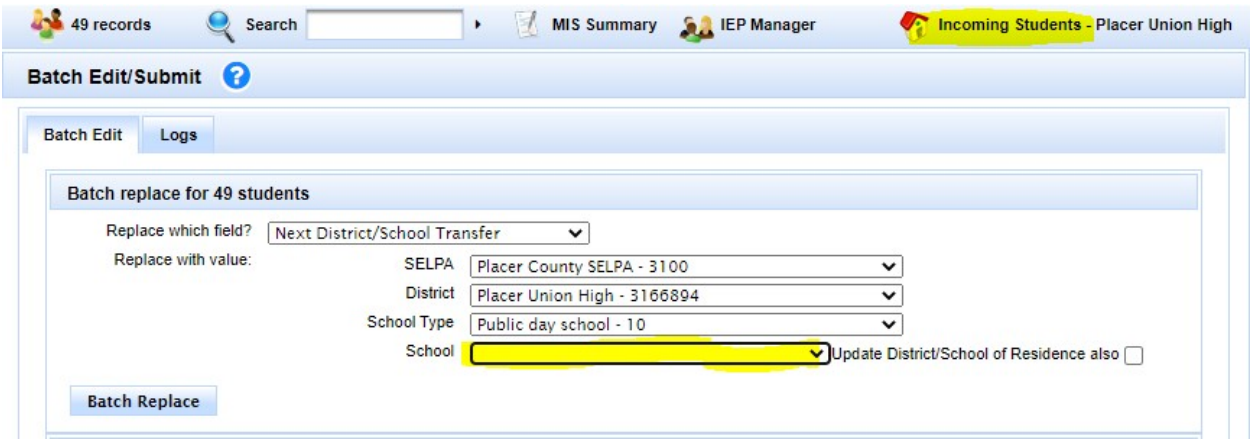
The focus of this document showed how we can set Next Year's Data for one record at a time.

In the case of feeder elementary or middle school districts where it is known that a majority of 8th 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.



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.