

Printing in SIRAS

Printing IEP Forms

All IEP forms should be printed using the Preview/Print feature on the IEP Manager. Once you click on Preview/Print, all of the pages are put into the correct order and numbered. If you print directly from the form, the page will not have a number. If you want to print only one page of the IEP, go under Preview/Print, scroll down to the page you want, and select "Current page" from the options on the print screen. That way you will get only the page you want, but it will be numbered as a part of the IEP.

The screenshot shows the SIRAS IEP Manager interface. At the top, there is a "Scheduling Notes" text area. Below it is a menu bar with options: "Meeting Held" (checkbox), "Translation Req'd" (checkbox), "Finalize IEP" (printer icon), and "Preview/Print" (dropdown arrow). Below the menu bar is a table titled "Basic IEP Forms".

Form	Status	Action
Student Info and Services	Required	
Record of Changes to IEP	Optional	

To the right of the table are two tabs: "Pre-IEP" and "Other Forms". Under "Other Forms", there is a list of items:

- [Assessment Plan](#) submitted 9/7/2012 by Sandy Smith X
- [IEP Meeting Notice](#)

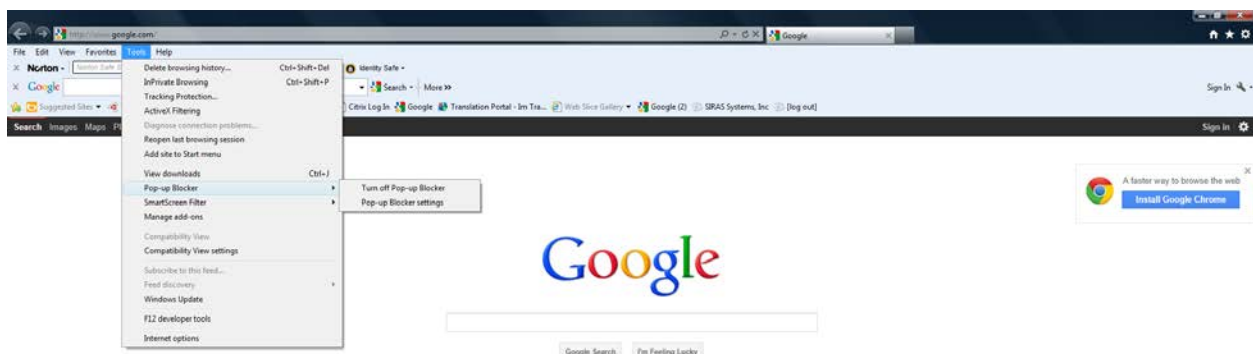
Printing Pre-IEP and Other Forms

Pre-IEP forms and Other forms can be printed directly from the form if needed. Look at the Menu bar at the top of the form & select the printer icon.

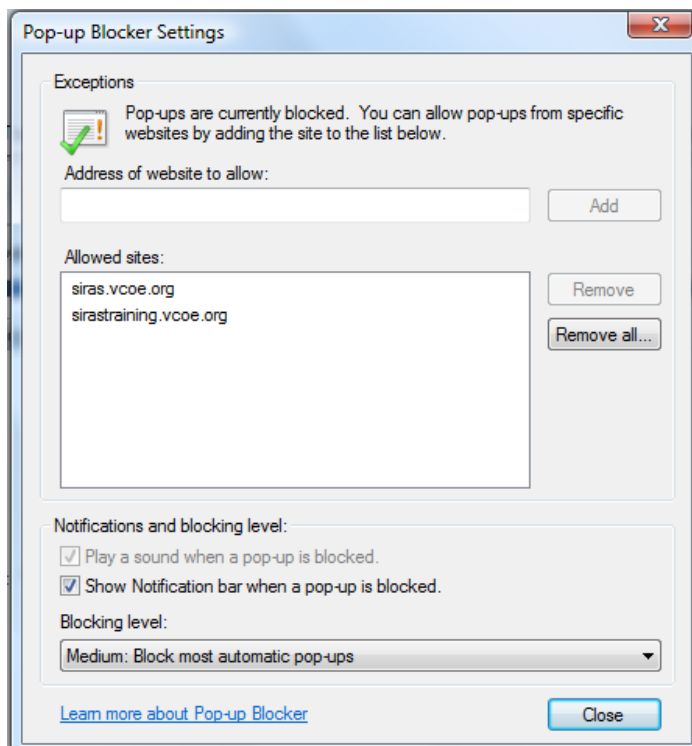
The screenshot shows the SIRAS menu bar. It includes the SIRAS logo, a "Save" button, a "Save and:" dropdown menu with "Return to IEP Manager" selected, an "Add Page" button, and a printer icon.

Printing Reports, including Progress Reports

Reports are HTML forms so they operate differently from the IEP and Other forms on the IEP Manager which are PDFs. These reports actually print through your browser (Internet Explorer, Firefox, etc.). You need to turn off your popup blockers before you can print any HTML form in the program, including the Progress Report, MIS Summary, Student Notes, STAR Participation list, and any other reports under the Reporting tab at the top of the page. To turn off your Popup Blockers for all sites, open your browser and look under Tools on the menu bar and scroll down to Pop-up Blocker, then select "Turn off Pop-up Blocker".



If you do not want to turn off your pop-up blockers for other sites on your computer, go under Tools on the browser menu bar and scroll down to Pop-up Blocker, then select "Pop-up Blocker Settings" and add siras.vcoe.org to the list of sites that allow pop-ups.



It is also recommended that you go to the Menu bar for your browser and go under "File" to "Page Setup" and change all of the settings for your header and footer to "Empty". Otherwise the things listed such as Title, page numbers, dates, and URL will print on your report.

