After a meeting has been created, often there is a need to collect information about the student's progress from the general education teachers. The meeting manager contains a tool that will assist in acquiring this information securely and comprehensively.

From the Notes from General Ed tab, request information by subject. A link to the note is created and automatically placed in an email with instructions. Enter the email address of the teacher and click send.

Once the teacher receives the email, they click on the link to open a secured web page to enter information concerning the student's progress and submit.

The information entered using the link is sent to the Notes from General Ed tab in the Forms Navigator. The meeting/report developer can send multiple requests for information to different teachers, staff and/or parents using this process.

This information can either be copied and pasted into SST or 504 forms or click the General Education Summary Report button which will assemble the notes into a comprehensive report of all the submitted notes.

Follow the steps below:

- 1) Go to the 'Links / Requests' tab
- 2) Select 'Notes Request' tab
- 3) Click on the Create Notes Request' button

re-Meeting	Basic SST For	rms Othe	er Forms 1	Uploaded Documer	nts (0)	Links / Requests
How to requ	iest form input, sig	natures, and	notes from peo	ple outside of SIRAS	:	<b>Û</b>
<ul> <li>Create</li> <li>Enter ti</li> <li>You ma</li> <li>Follow</li> <li>After th</li> </ul>	the link by clicking he recipient's role, ay edit the templat up to ensure it wa ae link is used and	g one of the 'F name, and e e, and either s received an form or notes	Request' button mail address. have SIRAS se id if necessary s are saved, the	s, or 'Manage Links' nd the email, or copy assist them through t e request will be mark	next to t the tex he signa ced com	he form. <b>1</b> t and URL into your own ature process. plete.
Form Links ar	nd Signatures	Note Reques	sts	2		
<b>? +</b> Cr	eate Note Requ	est 🧲	3			
Send a reque Completed N → <u>General E</u>	st to the General I ote Requests will <u>d Summary Repo</u>	Ed Teacher or appear on a n rt <u>Go To</u>	r parent for a na lew tab and on <u>Student Notes</u>	arrative summary. the linked pages belo	ow:	
	Note	Requests	2 Refresh			
Recipient	Request For	Link Status	Link Crea	ated Expires		

4) Select the Recipient; enter Name and Email

Manage Links			
Create / Send New Link			
Recipient	+ Add Recipient	J	
Role O Parent/Guard	dian/Adult Student 💿 General Ed Teacher 🔿 Other Participant	Notes Request Subject	General Ed Notes
. Name Email			General Ed Notes
		J	English
Create New Link			Math
			Social Science
	Review		Science
er Needed 🗆	Add Contact Attempt		History
	Add Meeting Continuation		P.E.
 			World Language

5) Confirm and updated email text as needed; then click 'Send Email' button

lanage Links	
Edit / Re-send Existing Lin	k
Recipient	
Role O Parent/Guar Name Elmer Fudd	rdian/Adult Student 🤍 General Ed Teacher 🔾 Other Participant
Email Elmer@siras % Link address: https	ssystems.com ://sirastraining.vcoe.org/noteRequest.jsf?link=22ab12a4-fc5d-4ba7-a5b2-fd1d348272e9 Notes Request Subject General Ed Not
Email Subject	Link Expires On 5/12/2022
Reply-To (Your Email)	elmer@sirassystems.com
New link created	. The link must now be emailed to the recipient
● English ○ Spanish	Plain Text only 🗆 🛕 Save Link and: 🕿 Send Email 🖆 Copy to clipboard 🛛 Save and Close
B I <u>U</u> ᢒ	
Please follow the link	below to provide notes for Bugs Bunny for the subject of General Ed Notes
This information is near report and/or at the m	eded to better understand how the student is currently doing and may be incorporated as input used for the eeting. Include a general overview of the student's progress, observations, and current grade(s).
SIRAS Note Request	an arg/antaDaguant inf0link=00ah40a4 faEd 4ba7 aEb0 fd4d040070a0
nups://sirastraining.vc	oe.org/notercequest.jsr/imk=22ab12a4-fCbd-4ba7-abb2-fd1d348272e9

Recipient will receive this email and by clicking on the link will open a text editor to create notes concerning the student.

Subject RE: Request for student information:ADATR/A0910
Please follow the link below to provide notes for Elmer Fudd for the subject of General Ed Notes
This information is needed to better understand how the student is currently doing and may be incorporated as input used for the report and/or at the meeting. Include a general overview of the student's progress, observations, and current grade(s).
<u>SIRAS Note Request</u> <u>https://sirastraining.vcoe.org/noteRequest.jsf?link=ce3f3b05-9b4d-45de-8056-620d8879a648</u>
Thank you for your assistance,
Bugs Bunny

From the link, the teacher, parent or staff member enters their name and information about the student in the comment box. Click 'Upload File Attachment' if documents need to be uploaded for the meeting. When finished, the user clicks the 'Save and close' button at the bottom. The link will be active for two weeks from the date it was sent.

	Name: 8	Bugs Bun	ny	_											
Sub	ject: Ge	eneral E	d Notes												
This educ	nformatio ational ev	on is neer valuation	ded to better und or report. Include	lerstar e a ge	nd how the stu neral overview	ident i v of th	s curre e stud	ently d	loing a	and may rss, obse	be incorrection	corporated in their ns, and current grade(s).			
E	I	U	Sans Serif	٠	Normal	•	IE	≡	Ē	E	Ð	Σ.			
A a d	rapidly compre isabilitie	growing chensive es, throu	g number of st e and equitable igh integrated	uden e prev acad	ts struggle w vention fram emic and be	vith a newor shavi	cade Ik for oral s	mics, impre suppo	and oving rt. Th	for beh the out this created	aviora itcome ites ne	al/social-emotional challenges. MTSS is es of all students, including students with or at ew data management challenges for schools.	-risk for		
A a d	rapidly compre sabilitie sabilitie compre isabilitie	growing ehensive es, throu rowing n ehensive es, throu	g number of st e and equitable igh integrated number of stud e and equitable igh integrated	udeni e pre- acad lents e pre- acad	is struggle w vention fram emic and be struggle with vention fram emic and be	vith a lewor shavio h aca lewor shavio	cade k for bral s idem ik for oral s	mics, impro- iuppo ics, a impro- iuppo	and oving rt. Tr nd/or oving rt. Tr	or beh the ou is crea behav the ou tis crea	aviora itcome ites ne itoral/s itcome ites ne	al/social-emotional challenges. MTSS is es of all students, including students with or at ew data management challenges for schools, social-emotional challenges. MTSS is es of all students, including students with or at ew data management challenges for schools.	-risk for A -risk for		
d															
a d Sa	ve and (	Close			Upload	File	Attacl	hmen	t						
a d Sa	ve and (	Close			Upload	File	Attaci	hmen	ι			Attachments			
a d Sa	ve and C	Close	Filename		Upload	File	Attac	hmen	t			Attachments		Created	

The meeting coordinator will see the comments and notes in the Notes from General Ed. Teacher tab. These notes can be copied and pasted into the forms in the 'Basic Forms' tab.

The **Print Report** link located above will develop a comprehensive General Education Summary Report.

The **Edit** Notes link will take you to the "Notes" section where all the notes for the student are located. It is here that the user can edit notes by the teachers.

Pre-Meeting	Basic IEP Forms	Assmt. Reports	ISP Forms	Other Forms	🕹 Uploaded I	Documents (2)	Notes (1)	🖬 Links / Requests (4		
ා Change Log										
Related Notes 🔒 Print (General Ed Summary Report) Go to Student Notes										
Date 🗘	Author/Categ	jory/Subject 🗘				Note				
			A rapid challen outcom acaden	ly growing number o ges. MTSS is a con es of all students, ir nic and behavioral s	of students strugg nprehensive and o ncluding students upport. This crea	le with academics equitable preventi with or at-risk for tes new data man	s, and/or behavi on framework fo disabilities, thro agement challe	ioral/social-emotional or improving the ough integrated enges for schools.		
5/6/2022 10:44 AM	Note request completed by General Ed Teacher: Bugs Bunny General Ed Notes			A rapidly growing number of students struggle with academics, and/or behavioral/social-emotional challenges. MTSS is a comprehensive and equitable prevention framework for improving the outcomes of all students, including students with or at-risk for disabilities, through integrated academic and behavioral support. This creates new data management challenges for schools. A rapidly growing number of students struggle with academics, and/or behavioral/social-emotional challenges. MTSS is a comprehensive and equitable prevention framework for improving the outcomes of all students, including students with or at-risk for disabilities, through integrated academic and behavioral support. This creates new data management challenges for schools.						