

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

How to request form input, signatures, and notes from people outside of SIRAS:

- Create the link by clicking one of the 'Request' buttons, or 'Manage Links' next to the form.
- Enter the recipient's role, name, and email address.
- You may edit the template, and either have SIRAS send the email, or copy the text and URL into your own email.
- Follow up to ensure it was received and if necessary assist them through the signature process.
- After the link is used and form or notes are saved, the request will be marked complete.

Form Links and Signatures | **Note Requests**

**+ Create Note Request**

Send a request to the General Ed Teacher or parent for a narrative summary. Completed Note Requests will appear on a new tab and on the linked pages below:  
→ [General Ed Summary Report](#) | [Go To Student Notes](#)

Note Requests		Refresh		
Recipient	Request For	Link Status	Link Created	Expires
No links found.				

4) Select the Recipient; enter Name and Email

**Manage Links**

Create / Send New Link

Recipient + Add Recipient

Role  Parent/Guardian/Adult Student  General Ed Teacher  Other Participant

Name

Email

Notes Request Subject **General Ed Notes**

- General Ed Notes
- English
- Math
- Social Science
- Science
- History
- P.E.
- World Language

Create New Link

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

**Manage Links**

Edit / Re-send Existing Link

Recipient

Role  Parent/Guardian/Adult Student  General Ed Teacher  Other Participant

Name

Email

Link address: <https://sirastraining.vcoe.org/noteRequest.jsf?link=22ab12a4-fc5d-4ba7-a5b2-fd1d348272e9>

Notes Request Subject **General Ed Notes**

Link Expires On

Email Subject

Reply-To (Your Email)

**New link created. The link must now be emailed to the recipient**

English  Spanish Plain Text only

Save Link and:

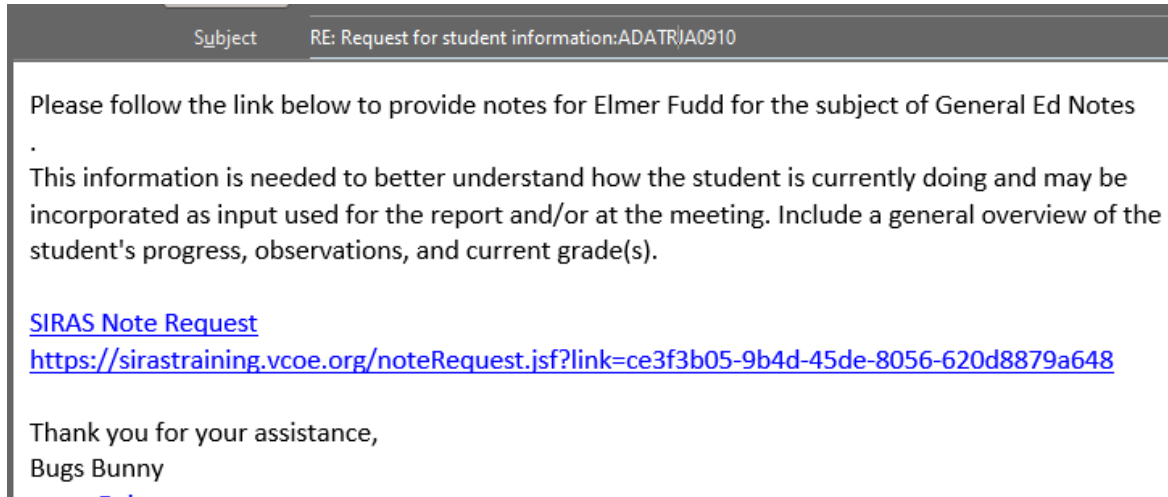
**B I U**

Please follow the link below to provide notes for Bugs Bunny for the subject of General Ed Notes

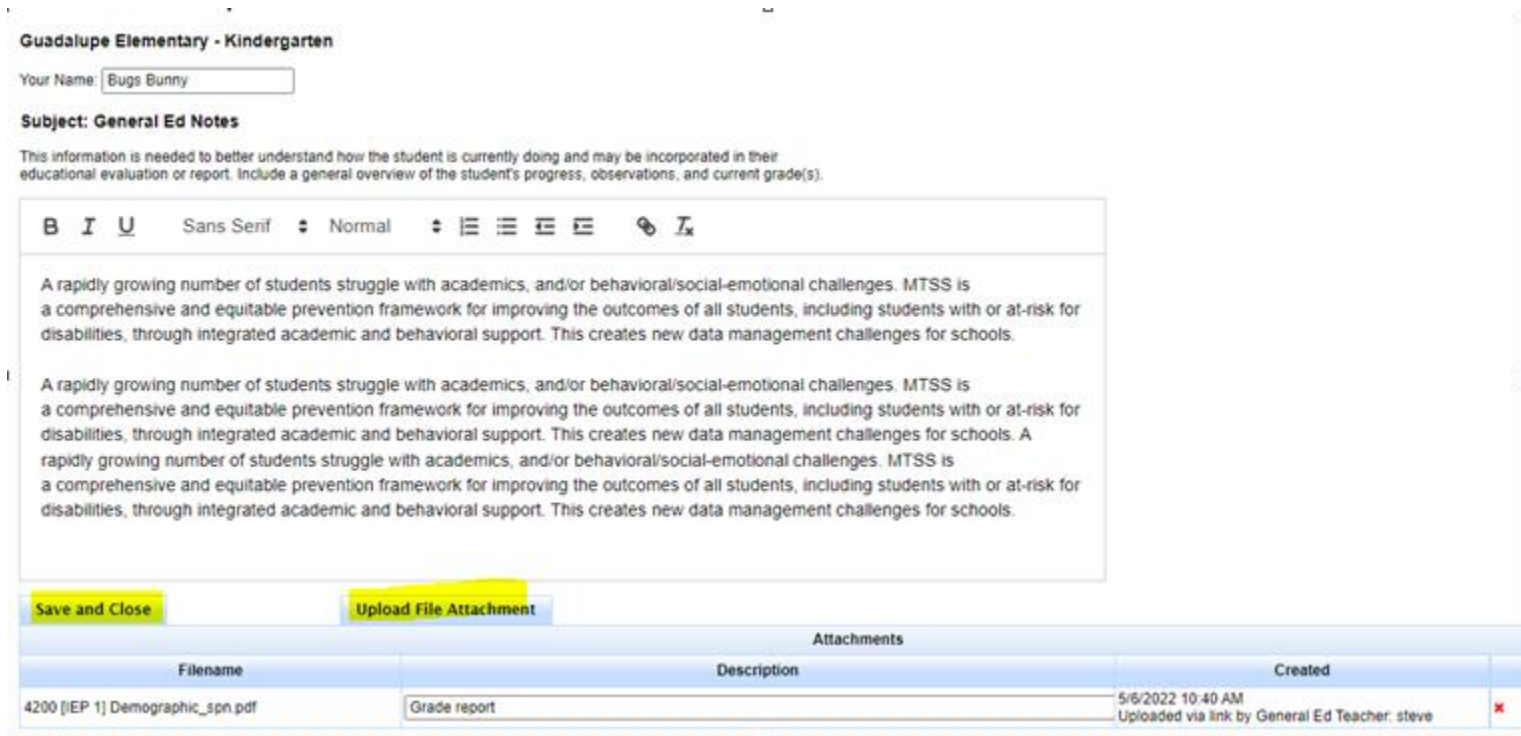
This information is needed to better understand how the student is currently doing and may be incorporated as input used for the report and/or at the meeting. Include a general overview of the student's progress, observations, and current grade(s).

[SIRAS Note Request](https://sirastraining.vcoe.org/noteRequest.jsf?link=22ab12a4-fc5d-4ba7-a5b2-fd1d348272e9)  
<https://sirastraining.vcoe.org/noteRequest.jsf?link=22ab12a4-fc5d-4ba7-a5b2-fd1d348272e9>

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



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.



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 Documents (2) **Notes (1)** Links / Requests (4)

Change Log

Related Notes **Print (General Ed Summary Report)** Go to Student Notes

Date	Author/Category/Subject	Note
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. 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.

**Edit**