Before exporting SBAC/CAA data from SIRAS, it is important that CALPADS has Special Education information for each student who will be in your export. SENR data reflecting the student’s enrollment at your district no longer tells CALPADS this student is in SPED. SPED data must now be sent to CALPADS first from SIRAS, then SBAC/CAA accommodations export data can be accepted into TOMS. From this point on, the SIRAS Export for upload to TOMS is a 4-part process which must be completed prior to the first date of testing. 1) Locate eligible student records in SIRAS. 2) Review the data for gaps or incorrect data. 3) Filling in missing data or correcting existing data. 4) Export the data file and sharing it with the testing coordinator. In addition to this process, SPED data from SIRAS must have already been sent to CALPADS to indicate in CALPADS this student is in SPED. This is only required once unless the student exits from your district. If a new student enrolls in your district, please be sure you export SPED data to CALPADS including these new records.

For students who are eligible to take a CAASPP test this year, you will need to confirm that SBAC/CAA/CAST participation has been properly selected and the Designated Supports and Accommodations have been entered. Designated Supports and Accommodations are entered on the CAASPP Participation form through the IEP process. Additionally, data can be directly entered into SIRAS by going to the Assessment Info page (Student Info > Special Ed Profile > Assessment Info), which if used for purposes of preparing data for export, an IEP meeting to change the CAASPP Participation page must follow and be held prior to the student’s first day of testing.

Before an upload of data into TOMS can be completed by the testing coordinator at your district you will need to review your caseload in SIRAS using the CAASPP Assessment list, which contains the data that will populate a district-wide data export from SIRAS.

Part 1: Locate the eligible records for review. (Case Managers and/or CASEMIS staff)

1. Go to Reporting/Student Lists.
2. Click on Predefined Lists tab
3. Under Field Set + Search: Click the **CAASPP Assessment List** button. This will locate all the students who are in the testing group (students with plan type 10 -IEP from grades 3 – 12, except grade 9) and build a relevant list for review.

Part 2: **Review the data for gaps or incorrect data.** (Case Managers and/or CASEMIS staff)

Review the ELA, Math and Science columns for gaps, an empty cell that is blank, “with Designated Supports” or “with Accommodations” *without* any supports or accommodations listed. Records that have gaps are for students where an IEP will need to be held prior to testing to add supports.

**Blank:**

<table>
<thead>
<tr>
<th>Eighth grade</th>
</tr>
</thead>
</table>

**Designated Supports or Accommodations not listed:**

<table>
<thead>
<tr>
<th>California Alternate Assessment with Designated Supports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supports not listed</td>
</tr>
</tbody>
</table>

For students in the testing group who are listed as outside of grade level, correct the participation and add Supports/Accommodations, if needed. For students whose last IEP had a support that is no longer offered or has moved to another category of support, remove the deprecated support (X_DEP). Don’t forget to add in another support at this time or when following directions in Part 3 of this help sheet, if needed.
Incorrect participation:

<table>
<thead>
<tr>
<th>Eleventh grade</th>
<th>Exempt-Outside of Required Grade Level</th>
<th>Exempt-Outside of Required Grade Level</th>
</tr>
</thead>
</table>

**Deprecated Supports:**
- Designated Support: Separate setting (Non-Embedded)
- Accommodation: X/DEP, Read Aloud (Science) (Non-Embedded)

**Part 3:** Fill in the missing and/or correct the data. (Case Managers and/or CASEMIS staff)

1. To edit information, right click on the student’s name and select Special Ed Profile > Assessment Info and add/change participation and supports. CAASPP data entered in this tab will be ready for export into TOMS. If you add accommodations when reviewing the assessment list, an **IEP must be held** to add the accommodations. If you change participations/supports (including removing a deprecated support) an **IEP must be held** prior to testing. This can be done via an addendum/amendment/other review/annual or triennial. Check with your director/program specialist for their guidance about the meeting type they prefer in these cases. To return to the Student List, click the back button to the right of the SIRAS logo.
2. Repeat until all gaps are filled and data has been corrected. Once your data is completely corrected, your CASEMIS staff person should be notified. Any changes made to participation and support data after the export has been completed by CASEMIS staff means that they will have to be communicated with the test coordinator to ensure the student(s) have the supports necessary on the first day of testing.

Part 4: Exporting the data. (SIRAS Data Administrator)

NEW FEATURE: If one does not perform any search while exporting the data, the SBAC/CAA Eligible query will automatically be invoked. Otherwise if you need to only export a subset of your SBAC/CAA eligible students, use steps 1-3 below to begin your query, or build your own.

1. Click on Search.

2. Click the **Predefined Queries** button.
3. Scroll to the bottom and look for the **CAASPP Eligible** button

4. Click **Search to List** at the top of the dialog box

5. Now go to **/Tools /Data Export**. Click on SBAC/CAA Test button in ‘Export Presets’
6. Then click the ‘Start Process – Generate Export button’

![Image of Export Options]

7. When the export is complete, you will see the file listed in the ‘My Finished Exports ‘section, under ‘Downloaded Saved Export Files’ with a filename of

   **TOMS_SIRAS_ExportYYYYMMDD.xlsx**

8. Download the file. **Do NOT open/edit or revise the file.** *If your browser opens the file for you it is because you are asking it to by double clicking on it, please do not do this.* You may need to right click on it or click the icon to right of filename to show in folder or find a menu of options to locate the file where your browser saved it. This is dependent upon what browser you use and what file save preferences have been set. If your browser changed the name of the file upon download, this is less important, but you may want to revise the name of the file to match the intended filename **TOMS_SIRAS_ExportYYYYMMDD.xlsx** or using the naming convention you prefer.

![Image of My Finished Exports]

9. Send the file to your testing coordinator. This file should be sent at the latest 2 weeks prior to testing. Collaborate with your district coordinator.

**Special notes for test coordinators:**

- Once the data file has been uploaded to TOMS, wait at least 24 hours to test that student data was uploaded. If you have questions about the export and upload, contact SIRAS support at support@sirassystems.com or CalTAC at caltac@ets.org.

- It is recommended that each school site have a list of the supports. At the time of the export, the test coordinator can run an assessment list, sorted by school site. Go to the Search Page by clicking on the magnifying glass. Click the **Predefined Queries** tab.
Click the **CAASPP Eligible** button to execute the search/query. This will locate all the students who are in the testing group (students with plan type 10 - IEP from grades 3 – 12, except grade 9). Click **Search to Student Lists**. From the Student List, click the **Predefined Lists** tab. Select **CAASPP Assessment List**. Go to the **Edit List** tab to group your search by School Attending.

- **Print-on-demand** is set by having the LEA CAASPP coordinator contact the California Technical Assistance Center (CalTAC). Configuring this accommodation in the upload file will **not** automatically activate it for the assigned student. All requests must be approved by CalTAC and the CDE. Contact [caltac@ets.org](mailto:caltac@ets.org)

- If **Universal Tools have been turned off**, refer to the IEP to know which tools to turn off.

- TOMS has linked Embedded **Text-to-Speech** for math and science. If selected in either subject, the student will have Text-to-Speech for both subjects in the testing interface.

- The TOMS export file does not assign students to the California Alternate Assessment (CAA). This must be done by posting a different file and/or manually adjusting the “test mode” in TOMS. If you change the test mode after posting this Test Settings file, then you will reset the settings to the default of NONE.

- Students must be actively enrolled with the district in CALPADS (SENR record) to post anything (designated supports) and have a current Special Education program (SPED record) with a disability code in CALPADS in order to post accommodations.

- Only CAASPP LEA or Site Coordinators can post these files to TOMS, so Special Ed. staff and CAASPP/CALPADS staff may need to work on posting the file together. The file will go through an initial validations process. If there are **ANY** errors (student not enrolled with district in CALPADS, no current disability code in CALPADS) then the entire file may be rejected. Coordinators will have to either remove the lines where errors have occurred and repost and/or work with CALPADS coordinators to correct the CALPADS information and try again another day.

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For assistance or questions about the query, assessment list or the data export, contact [support@sirassystems.com](mailto:support@sirassystems.com).