

Troubleshooting SIRAS

When you run into difficulties in SIRAS, first consult this guide and either look for your problem under the proper heading or use the "Find" feature to search for a topic by name.. If you do not find an answer or the answer is not clear, email support at support@sirassystems.com for assistance. **If you feel you would benefit from more training**, go under Support (button in bottom left corner of SIRAS Home Page) and watch the training videos and/or read the documents posted.

Login Problems

The Login name will be your first name, then your last name separated by a period. i.e. mickey.mouse If you use variations in your name (i.e. Thomas or Tam), you will need to contact your CASEMIS clerk to get how your user name is spelled.

The default password is SIRAS access This will be needed to initially log in or in you forgot your password and it needed to be reset.

Look at the message right above your name. The message indicates why you were not able to log into the system.

If you log in and you have no record (0) then you will need to have someone who has admin access to assign you your caseload first. First confirm that you are not in a 'found set' of (0) records. If you are click the 'Reset Search' link next to the search icon.

Issues Related to Accessing Support

I know that there is support information somewhere, but I forget how to access it. Support information is available by clicking on the SUPPORT button in the lower left corner of any screen in SIRAS. The support section has the latest information regarding system requirements for SIRAS, how to Videos, longer instructional videos and a number of documents, including the Troubleshooting Guide.

Support by context is available by clicking on the blue question mark button in the section you are on.

I tried to watch the support videos, but nothing happened.

Be sure you have Adobe Flash installed on your computer. That software can be accessed at <http://get.adobe.com/flashplayer/> and is necessary to run the videos in the Support section of SIRAS.

Problems Finding Students

Where is the Choose Student button?

The picture of the number of students on the upper left side (under the SIRAS logo) is the "Choose Student" button.

Choose student button does not work.

Look at the number of students listed at the top left of the screen. If the 'Choose Student' list feature doesn't work, look at the number of students you still have listed and available to you. If that number is "1" because you have already searched for a student, then it won't work because it has no place to go. You are already on the only student available to you. If this is the case, you should see the words Modify/Reset

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Search to the right of the number of student assigned. The Reset Search button will bring back your full caseload, and then the Choose Student button will work.

When you log into the program and bring up a student by typing in the student's name in the little box and selecting him/her then you have "drilled down" into the program so that you now have access to only that one student. If you click on Reset Search you will bring them all back. Once you reset the search you will have all of your students and the Choose Student link will work.

I can't see all of my students and the program will not let me scroll down.

To scroll down, use the grey bar on the right edge of the Choose Student screen to scroll up and down to see all of the students on that screen. If you have more than 50 students you need to, click on the right arrow at the bottom of the Choose Student screen to see the rest of your caseload. It shows 50 records at a time. If you want to see more than that, you can change the box at the bottom right that says 50 to either 100 or 200 or just use the green arrows to go back and forth between screens. If you cannot see the bottom of the screen, you may have increased your font size so much that it does not show. Use Control – (minus) to reduce the size of the screen so you can see all of it.

I tried to search for a student and got the message "No records found".

You may have misspelled the student's name or you may have been working in a smaller set of records due to a previous search. Click on "Reset search" to bring back all of the students and then try again. It is also possible that the student is "Inactive" (if released from sped) or "Pending" if not yet assessed. Try changing the Active Status (upper right corner of Choose Student screen) from "Active" to "All" so you will see all records in which you are listed as a provider.

How do I find students who have too many suspensions and/or need a manifestation review?

On the Choose Student screen, look for students under S (for suspensions) who have a yellow warning. This box turns yellow when a student has 7 or more suspensions. If the student gets more than 10 suspensions, it will turn red to indicate "out of compliance". It is a good idea to check for suspensions on a regular basis and schedule a Manifestation Determination meeting before or as soon as the student gets to 10 suspensions unless the suspensions do not show a pattern. See the Worksheet for Determining Pattern of Suspensions under Tools, Added Forms for more information.

Issues with Respect to Selecting a Meeting Type

What happens if I select the wrong meeting type?

You can contact the person who arranged the meeting (listed under the Meeting Purpose on the IEP Manager). That person has the ability to "Edit" (change) the meeting type. Once the meeting purpose is changed, the program will keep the forms you have filled out and add any additional IEP forms needed based on the new

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meeting purpose.

What is the real difference between the various meeting types?

The most important difference is that an Initial IEP, Annual Review, or Triennial “the Big Three” will affect the meeting dates. Those three types of meetings always reset your meeting dates. If the IEP happens to be a review that coincides with the triennial, always select the Triennial/Reevaluation so that both the annual review and triennial review dates will be reset. The only other meeting type that can reset dates is the ‘Review 30 Day’, conducted after a student from another SELPA has been enrolled in the district in a temporary placement to allow the IEP team to determine the most appropriate placement for the student. Unless you select "Adopt out of SELPA IEP," this meeting type will function just like an Annual Review with all of the same required pages. If you elect to adopt the IEP from another SELPA you have access only to the SIS or Demographic form (1st page of IEP), Meeting Notes, and the Agreement and Attendance (signature) page. The annual review due date from the other SELPA will be the due date for the next Annual Review. All of the other meeting types do not reset dates. If you are making only minor changes to the IEP you may choose to use the Addendum/Amendment meeting type according to district policy. The "Other Review" is just that. It is a meeting held to discuss Additional Assessments, parent concerns, behavior, results of a limited assessment, etc. These meetings are more than just an addendum but are not a full annual or triennial so the team can use whatever forms they need to make changes to the current IEP.

Do I need to do another meeting to change the student's placement after a Manifestation Determination Review since Change of Placement is not indicated as a secondary purpose for this meeting?

A Manifestation Determination Review may result in a change of placement on the IEP. It is not necessary to do a second meeting to change the student's placement since one of the steps in the manifestation process is to determine if a change of placement is needed. Two statements on the form are directly related to a possible change in placement: "The student will return to his/her current program, unless a change is agreed to by the IEP team." and "Student placed in Interim Alternative Educational Setting." A change of placement is a possible outcome of any Manifestation Determination Review so it is not necessary to indicate Change of Placement as a secondary purpose.

I am trying to do an Initial Evaluation, but SIRAS want allow me to create the meeting? It says that the student is already in Special Education.

When doing a first Initial Evaluation on a new student you are only to enter the Demographic information, not the referral nor the special education data. Doing so is predetermination and will cause SIRAS to mistakenly believe that the student is already in Special Education.

In the event that this happens you will need to contact SIRAS Systems Support so that the special education data can be reset.

What do we do if a parent cancels a meeting?

There also has been some confusion as to the difference between cancelling a meeting and rescheduling a meeting. In SIRAS the term "Cancelling" means clicking

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the red box to cancel the meeting and delete all of the forms. If a parent cancels a meeting for a particular date, that is not the same as cancelling the meeting in SIRAS. In this case all that is needed is a change of the meeting date.

How do I do an exit IEP for a graduating senior?

You don't. Seniors exit automatically upon graduation; they do not need an IEP to do so. What you do need to do is have an "Exit Summary" meeting with each student. The exit summary is listed as a meeting type to provide access to the Summary of Performance and Recommendation pages and to record the date of the exit summary meeting. Never put the graduation date on the IEP as an exit date. CASEMIS does not allow exit dates in the future. Also, an exit date on the IEP will make some required pages "disappear" from the document.

When do you have Transition to Kindergarten as a secondary purpose on an IEP?

Transition to Kindergarten is a secondary purpose for the Triennial that must be done when a student is enrolled in preschool and is moving up to Kindergarten. Transfer to Kindergarten may be used as a secondary purpose for an 'Other Review' for a student who has been assessed and entered preschool within the past 90 days, and the team does not feel another assessment is required but wants to add something to the IEP.

Why isn't Transition to Kindergarten as a secondary purpose on an Initial IEP?

It can't be a secondary purpose for an Initial because the initial assessment would be done to enter the student into either preschool or Kindergarten depending on when the assessment is done. It would not be a Transition to Kindergarten meeting. (See information above)

Problems Entering Information in the Student Profile

I entered new contact information for my student and then it wasn't there when I went back

Information on the Student Profile saves automatically as you enter it. There is nothing you need to do to make it "stick". Some users mistakenly think the "Refresh" button is a way to save their information. Actually the opposite is true. The "Refresh" button reloads the original information. The only time you would click refresh is if the program wasn't responding and didn't bring the information onto the screen. This would be extremely rare.

I changed the student from EL to RFEP and it asked for a date. Where do I get that?

If the student has been reclassified from EL to RFEP (Reclassified Fully English Proficient) then there will be a written record of that decision with a date on it. If the documentation is not in the student's cumulative file, contact the Language Acquisition Office to get a copy of the Reclassification Form.

Our district health records for vision and hearing only have month and year for the results, but SIRAS wants a specific day.

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Just go ahead and enter a day in the middle of the month for the first time you are entering the data for your students this first year. In subsequent years, make note of the date the nurse checks the students in your program. Ask for a list of all of your students immediately after the vision and/or hearing testing and enter all the information for your caseload on the Medical tab of the Student Profile (Under Student Info) so whenever you are ready to do an IEP, the vision and hearing results will automatically be entered onto the Present Levels page.

On the Next Year's Data tab, I can't seem to enter the name of the school.

You have to enter the name of the District for next year before you get access to the list of schools in the district. Enter SELPA before District before School.

Problems Locating Forms

Next Year's Data section and related forms

There are special forms called either Revision to Next Year's IEP or Record of Change. These forms are tied to the Next Years Data section under the Student Info menu. The forms and the Next Years data section are connected. Use this section to develop matriculation lists from the Student Lists. If you enter a Next District, that district's CASEMIS Clerk will be able to view that student as 'Read only' (except for the Next Years Data section) after she clicks on the little school house in the upper righthand corner and then checks 'View incoming students'.

At the end of the school year (after the June CASEMIS) Siras Systems will do a 'roll over' which will automatically replace the next years data into the current data.

Student is an English Learner, but no ELD page came up

Check the demographics tab to be sure the student is actually listed as EL. If not, the page will not come up. If a student is found to be not eligible on an initial or no longer eligible on a tri, the page will disappear as it is no longer needed. Also this page does not come up for preschool students since their ELD information is at the bottom of the Preschool page.

Where are the Spanish forms?

Spanish forms do not appear until after you submit the English version of the form and check the Translation needed box on the IEP Manager (on the blue bar across the middle of the page). It is suggested that you do not check this box until after all of the English forms are complete because the information on the Spanish forms comes over directly from the English Forms. If you open the Spanish form and save in SIRAS and then make further changes to the English form those changes will not be reflected on the Spanish form. If you need to access the Pre-IEP meeting forms in Spanish, fill out the English forms, check the translation needed box to bring up the Spanish Pre-IEP forms, and print the needed Spanish forms. It is recommended that you then uncheck the Translation needed box so that other users will not be tempted to open the Spanish forms before completing the English forms.

Where is the parent contact log?

Go under Student Info to Student Profile to the Notes tab. You can put notes in there for various reasons, one of which is Parent Contact. You can start a new note each

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time or just continue to add more info in the same note if it is about the same topic. To view all notes about all students on your case load, go under Report to student Lists to the Notes List.

If you are in the process of setting up an IEP meeting and want to keep track of parent contacts to schedule the meeting, you can use the Notes box on the IEP Manager. These notes will be retained when you finalize the IEP, but they will be located on the IEP Manager rather than in the Notes List.

Does SIRAS have a place to figure out % of time in Gen Ed class?

Yes, this will have to be done by clicking on the little calculator button next to the 'Time in General Ed' field.

The screenshot shows a web-based calculator titled "Calculate Percentage of Time in General Education". At the top, there is a field for "% Time in General Ed." with the value "098" and a calculator icon. Below this is a large window with a blue header and a close button. The window is divided into two main sections: "Elementary School" and "Middle School and High School".

Elementary School

- Daily total instructional minutes for student's grade level at your school (first bell to last bell). minutes per day
e.g. 9am-3pm (6 hours) = 360 minutes
- Monthly total minutes of special education (all services) received outside of general education classroom minutes per month
Total from Table B: 110 minutes/month

Middle School and High School

- Length in minutes per period at your site minutes per period
- Number of periods each day (typically 3-8) total periods
- Number of periods of special education (outside general ed) per day special ed periods
- Monthly total number of minutes of additional services (i.e. speech, VI, etc.) not received during a special ed period minutes per month

At the bottom of the window, there is a field for "Percent of time in General Education:" with a percentage sign and a button labeled "Apply calculated percent".

Where is the Data Collection form in SIRAS?

Go under Student Info to Data Collection and Progress Reports and Select Data Collection then click on "Print Data Collection Grid". That will generate the form you can print off to collect data about progress toward the goals. That same screen allows you to enter data you have collected (Click on Add Data Collection Date to record progress data directly into the program. If you do this over time you can generate a graph to show the student's progress toward the goal.) The graph will average one line for each Area of Need.

I am completing a 'Review (30 day) IEP in SIRAS and noticed that the only forms made available to me are SIS or Demographic form (1st page) and the Agreement/Attendance (Signature) page. All other forms are optional.

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Sounds like you checked the box for "Adopt out of SELPA IEP". You only check this box when you are not doing a full IEP but have decided to work off of the IEP from the student's previous SELPA. If that is the case, those are the only pages you need. Also under that scenario, the student's annual review date is not reset. The annual will be due on the date indicated on the out of SELPA IEP.

If you are doing a full review, uncheck that box and you will have access to all the forms. In this case, you will be doing the equivalent of an annual review, and it will reset the due date for the annual review. All of the pages for an annual will be there with some as required and others optional.

Completed an initial IEP and found the student “Not eligible”. Forms that were not required are still on the list and printed as a part of the IEP.

It appears you filled out those forms prior to determining the student was not eligible and sent them to SIRAS. Therefore, the program retained the information as though they were submitted as “optional” forms even though they were not required. If you do save forms that are not required for the meeting the box next to the form will turn red, and there will be a “Delete” button underneath the word Submitted. This allows you to delete the pages not required for the meeting that were submitted in error.

Accidentally submitting an optional form that I really didn't want.

All optional forms have a delete button underneath the word "Submitted" so the user can delete the form if it was submitted in error. Required forms cannot be deleted (except as noted above) but they can be changed/modified by reopening the form and making any corrections needed.

Can't find the forms for Assessment Reports

Not all SELPA use this feature.

Assessment Report templates can be found under Tools in SIRAS. They are designed to be downloaded to the provider's computer to use as a template it for writing reports. Once you download a template onto your computer, you can customize it by adding your name and title as well as language you customarily use in your report and save a master template on your own computer. Once you have written a report and are ready to upload into the student's record, go under the Student Info tab to the Student Profile/Documents Folder. There you will see a simple download feature. Select the Category of Assessment Report, type in the name of the report (e.g. Psychoeducational Report) as well as the date of the report. Then browse to find it on your computer and “open” it. It will then come over and be ready to “upload”. It is recommended that you change the report to a PDF before uploading so it is locked and cannot be changed.

Can't find the Parent Rights and Safeguards [Added Forms]

The Parent Rights and Safeguards as well as other SELPA and District forms not considered to be part of the IEP are located under Tools/Added Forms. They are designed to be downloaded to your computer and customized for your use. Districts and SELPA administrators can upload their forms. These forms will not be interactive with SIRAS but are intended to be downloaded.

As an overview, IEP pages and forms directly related to the IEP will be in the IEP Manager.

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IEP pages (required and optional) are listed in order on the left side. To the right are tabs for Pre-IEP forms and Other Forms. The Pre-IEP forms section contains all of the forms you will need for the meeting based on type of meeting selected, the age, and grade of the student. 'Other Forms' tab contains forms commonly filled out at an IEP meeting that are not actually pages of the IEP.

Some forms are available under the Tools Menu / Document Library - "Blank Forms" tab is just a link to the PDF forms that can be used in an emergency situation, particularly, Pre-IEP forms such as the Assessment Plan for a student who does not yet have a record in SIRAS. These forms are not interactive in the program. Information written onto a blank form would have to be typed into SIRAS prior to submitting the IEP. "Added Forms" contains forms that are not IEP forms, but are related to the IEP. Those are uploaded by the SELPA. Requests to have additional forms added to this section should be sent to steve@sirassystems.com.

What is the IEP letter (continued) for (located in the Pre-IEP tab)?

That form is used only when a meeting has to be adjourned before it is finished and has to be continued on another date. The dates and times on this meeting notice allow you to send out another notice and do not change the IEP date. This form will have indicated that this is continuation IEP from (date) in addition to the original meeting purpose. That way it clearly notifies the parents that meeting is being continued. Be sure that when a meeting is going to be "Continued" on another date that the meeting notes reflect that the meeting was not completed and will be reconvened or continued on another date. If the date to continue the meeting is agreed upon, indicate the date, time, and location in the meeting notes.

Problems Opening PDF Forms

Computer message saying that you must have Adobe Reader 10.3 or above installed in a compatible browser to use forms in SIRAS.

This is usually an indication that you are either using an old browser and/or old version of Adobe Reader. Check on the SIRAS home page under Support (bottom left corner of screen) for the system requirements and recommended versions of operating systems, browsers, and Adobe Reader needed for SIRAS to run properly.

Note: This message also comes up at times when you hit the back arrow in your browser instead of using the buttons in SIRAS. The back arrow from your browser is designed to take you back to the former url on the browser, not back in SIRAS. Use of the back arrow can create all sorts of issues within the program. Instead use the SIRAS back button. That button is located just to the right of the SIRAS logo.

Page is grey after loading PDF form but it says "Done" at the bottom

This usually is an indication that you do not have the latest version of Adobe Reader installed. To check this out, go under Support (bottom left corner of screen) and click on the link on the left side of the page to "Detect Browser and Adobe Reader Plugin Version". If you do not have Adobe Reader 10.1.3 or above, click on the link at the right side of the page to install the latest version of Adobe Reader. If you already have Adobe Reader 10.1.3 or above, then this may just be an indication that your browser locked up. Try closing your browser and reopening it. If that doesn't work,

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try restarting your computer. Another possibility is that your Adobe Reader is corrupted. To check out this possibility, Open Adobe, Select Help, and Click on Repair Adobe Installation.

Computer message saying you can't save the PDF forms on your computer

This is a message generated automatically by java script because most websites do not allow you to save a PDF form on your computer. The message may be across the top of the screen on a purple bar or it may pop up in a message window. This is not true in SIRAS. You can save. Get rid of the purple bar by clicking on the icon on the left side of the bar (looks like a paper), and get rid of the message box by clicking on never ask me again. Do check, though, to be sure you have the latest version of Adobe Reader (10.1.3) or above to be sure your computer will work properly with the PDF forms.

Can't load the page after clicking the form link. Warning box comes up at the top of the page saying the program needs permission install a component on your computer.

This is a message generated by the security system on your computer. The box will say something to the effect that if you trust this website, click here. Click there. Then it will ask you something else about the add on. The answer is to click "Run". Another possible scenario is that the computer will ask you to "Allow" something. If so, give it permission. This should allow your page to load. Then be sure you have Adobe Reader 10.1.3 or above loaded on your computer. The latest version works well with all browsers. If you do not have Adobe Reader 10.1.3 or above, go under Support (bottom left corner of any screen in SIRAS) and click on the link to install it. If you are on a school computer, you may need to have the technology people come out to install it for you.

SIRAS Freezing

SIRAS is not like other website, i.e. Yahoo or the like. There is a lot of data passing back and forth and is therefore dependent on a solid and reliable network/internet connection.

- The most common cause of poor performance of freezing in SIRAS is that the Adobe Reader is an old version or has been corrupted. The solution is to uninstall Adobe Reader, restart computer then re-install Adobe Reader.
- If too many tabs are open in your browser it will consume its ability to efficiently process data and can be slower, possibly causing time outs, and/or other unusual behaviors. The solution is to close all other non-essential tabs on your browser.
- If you are connected to a Wi-Fi, confirm that you have at least three bars or an excellent connection otherwise you may experience disconnections. If there are too many computers on the Wi-Fi, you will also experience some performance issues. Sometimes these disconnections won't be obvious until the page refreshes. Solution is to position your computer where the Wi-Fi access is strongest.

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- If you connect to both Wi-Fi and wired networks on the same computer, be sure to disable the wireless card when you plug in to a wired network. Otherwise you have two competing internet connections on the same computer and that can affect your overall network connection.
- Some browsers work better with SIRAS than other browsers. This is dependent on your browser version, computer OS and its configuration. It may be a process of trial and error to see which browser. Please refer to the configuration handouts on the SIRAS login page above the newsletter.
- If this is happening at school, it may be related to the district firewall or DNS server disconnected the session. This can be very problematic as the program has been disconnected yet the program is still loaded in the browser cache and will seem to act normally until some point where SIRAS becomes non-responsive. Usually everyone in the school will have similar issues. The solution would be to contact and describe the issue with your IT department. SIRAS Systems will work with them to assist in resolving. A question to ask is: How long IP addresses are good for in the DHCP setup. Expired DHCP sessions will take you off line while the browser still appears to be online temporarily. If a DHCP address is good for less than 12 hours, that may be a problem.

Difficulties Entering Information on PDF Forms

Can't enter IEP date, location, and time on meeting notice.

You don't enter the date on the meeting notice in SIRAS. You enter it as a part of the new meeting information on the interface screen for the meeting. Then the program auto fills the pages for the meeting. Look at the top of the screen where it says Meeting. You will see a place for the meeting date, time, location, etc. Once you fill in the information there, it will be on the IEP meeting letters. Once the 'Meeting held' checkbox has been checked, the time, date, place will be locked.

Unable to delete information entered by mistake/incorrectly on the forms

Some of the menus in SIRAS are locked because the content is controlled by either CASEMIS data or state requirements. To remove an entry from a locked menu, click on the item and select the blank space at the top of the menu.

Unable to enter next year's testing information on the SBAC page even though the student has already taken CAASPP this year.

The popup menus on the Statewide Assessment form / CAASPP Participation form use popup menus based on the student's grade. After the SBAC testing the CASEMIS clerk should enter under Tools > SELPA/District Admin under the Calendar section the date that the CAASPP testing has been completed. Once the CAASPP Completion date has past, then the popup menus on the Statewide Assessment form / CAASPP Participation forms will be modified for the next grade.

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Changes to IEP team member names made on the meeting notice, did not change the provider names in SIRAS.

Changes made to the names of providers on the meeting notice are intended to be temporary to enable you to indicate that a person other than the regular team member will be attending a particular meeting or to add an administrator or general education teacher to the meeting notice. These names will be saved in SIRAS for future meetings, but they will not be added as providers for the student. Permanent changes to provider names can only be made by editing the provider list in SIRAS. This can only be done by someone with administrative access.

Missing information on the forms and unable to enter it on the page (parent contact information, case manager name & phone, EL status etc.

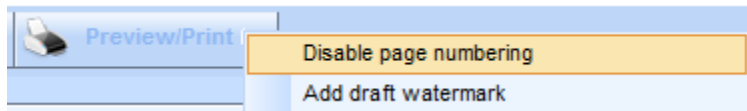
This information is entered on various interfaces in the program so that it can be entered one time only and then it will be entered automatically on any page where it is needed. Parent contact information (address, phone, email) is entered under Student Info, Student Profile, Contacts. EL status is entered under Student Info, Student profile, Personal. Case manager is entered when a provider is designated as the case manager. The case manager phone and email address are entered under My Account in the Tools menu. All other information is entered on the Student Profile in the Student Info menu.

The page numbers are missing on the forms when I print them.

Page numbers are generated by using the Preview/Print button. If you print directly from the IEP page, there will be no numbers. When you use the Preview/Print feature, the program will put all of the pages together into a single PDF document and number them. If you want to replace page numbering with 'Page __ of __' just to the left of the link Preview/Print (IEP Manager) is a carrot where you can remove the page numbering in favor of 'Page __ of __'.

Removing Page Numbers from the PDF Forms.

Just to the right of the Preview/Print button > is a little arrow (>). If you click on that little arrow you will get the option to remove the page numbering.



When copying from a Word document to SIRAS the information is too large to fit in the available space.

If you reduced the size of the font in your document to an 10 pt. font using Times Roman (8 pt. font using Arial for Ventura and Kern County users), it will copy and paste successfully into SIRAS.

Field size is too small to enter the information needed.

This is a problem with the field size on the SELPA forms; it has nothing to do with SIRAS. Problems of this type can only be corrected by revising the SELPA form itself. Report this type of problem to Steve Ormbrek steve@sirassystems.com so she can add it to the list of needed changes to SELPA forms. Changes are typically made each summer based on user input. Additional room for information on the

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Present Levels page can be made by creating an additional page. In the meantime, use an Additional page for this information.

How do I create an Additional Page for Present Levels? Does the information go over automatically?

If you fill a box, you need to click on Add page (option available under the "Save and" menu) to create the additional page, and then copy and paste the information onto the second page. You would also want to check the box to show where the info came from and also put in a header for the topic if you end up with things from several different boxes on the same page. Then go back to the Present Levels page and put "See additional page" in the boxes you carried over.

Case manager name and phone did not come over to the form even though I entered that information on My Account under Tools.

Check to be sure you are listed as the case manager. Go to Student Info, Providers to check this. In fact, it would be best to check all students to be sure a case manager name appears on every record. SLPs need to be listed twice, once as case manager and again as SLPs. They are the only ones that need to be listed twice. Special education teachers who are also case managers may be listed twice, once as case manager and once as special education teacher, but this is not necessary.

Some of my changes on the English forms did not come over to the Spanish form,

Changes made to the English form after the Spanish forms has been sent to SIRAS will not be reflected on the Spanish form after it has been saved to SIRAS. To ensure that all the information from the English form comes over to the Spanish form, you must completely fill out the English form before opening and saving the Spanish form. If you need to make changes to the English version of any form after submitting the Spanish form to SIRAS, you will need to contact steve@sirassystems.com so she can undo the submitted Spanish form to bring over the information from the English form.

Refer to the handout 'Accessing Spanish Forms and Translating' located in the Support Documents.

I accidentally opened an optional IEP form that I did not want and had to save it to SIRAS. Now it is in my IEP. How do I get rid of it?

When you open an IEP form by accident and realize that you do not want it, you do not have to save it to SIRAS. Instead, click on "Cancel" (red) in the upper right corner of the screen. That will allow you to close the page without saving it to SIRAS. If you do accidentally save an optional form to SIRAS you can use the "Delete" button to remove the page from your IEP.