

Uploading Reports & Documents into SIRAS

Step 1: Choose the student.

The screenshot shows the SIRAS web application interface. A 'Choose Student' dialog box is open, displaying a table of student records. The background page shows a 'SIRAS Home' section with a bulletin board and a 'Compliance Concerns by School' table.

Choose Student Dialog Box:

Filter by: CASEMIS Status All IEP/EVAL Status All Status All

Name	District Attending	Student ID	Last Modified	E	W	S	IEP / EVAL / Meeting Status	
Sample_Sam	County Office of Education (VCOE)	Sample1	11/26/12 6:04PM	13			No last IEP. No last EVAL.	<input type="checkbox"/>
Sample_Stan	County Office of Education (VCOE)	Sample2	11/26/12 6:01PM	14			No last IEP. No last EVAL.	<input type="checkbox"/>
Sample_Steve	County Office of Education (VCOE)	Sample3	11/26/12 6:08PM	15	2		No last IEP. No last EVAL.	<input type="checkbox"/>

3 records 50 per page

Background Page:

Bulletin Board:

PLEASE REMEMBER TO "FINALIZE" COMPLETED MEETINGS

We have made a few changes that you need to be aware of:

- New improved Support page

Kindly notify us if you experience any problems with the latest update, either via email or the built-in feedback form.

As always, please do not hesitate to contact us at anytime if you should have any concerns or additional feedback.

"Designed by and for it's users!"

Notifications and Messages:

County Office of Education (VCOE) has:

- 81 CA-SEMIS State Program Errors and 87 Warnings (imported 11/19/2012 07:13 AM)
- 54 students with meetings that need to be finalized.
- 133 students with meetings that need to be translated.
- 626 students who need to be submitted for December CASEMIS.
- 20 students with validation errors found by SIRAS.
- 15 students with pending referrals.
- 58 students with upcoming IEP or EVAL dates.
- 23 students with overdue IEP or EVAL dates.
- 1 students whose initial evaluation date is more than 60 days since their parent consent date without a reason.

You have:

- 2 Upcoming Meetings
- 1 Pending/Requested Transfer

Initiated	Student	Student ID	SELPA From	District From	School From	District To	School To	Initiated By	Status
11/16/2012	Soto, Matthew	CAS_49629	Ventura County SELPA	County Office of Education (VCOE)	Boswell (COE)	Ventura Unified	Camarillo Academy For Excellence (CAFE)	Diane Gudgeon	requested

[View Transfer History](#)

- 9 Incoming Messages
- 0 Open Support Requests

System Information:

SESR 2012-13 - Win... One more question Calendar - Microsof... Computer KINGSTON (F:) 11 Uploading Assess... SIRAS Systems, Inc. ... 6:09 PM

Step 2: Go to “Student Info,” then “Student Profile,” then “Documents File.”

The screenshot shows a web browser window with the URL <https://sirastraining.vcoe.org/main.seam>. The browser's address bar and menu bar are visible. The application interface includes a top navigation bar with 'Student Info', 'Reporting', and 'Tools' tabs. A dropdown menu is open under 'Student Info', showing options like 'Student Profile', 'Special Ed. Profile', 'Discipline', 'Providers', 'IEP Manager', 'Goals Developer', 'Data Collection and Progress', 'MIS Summary', 'Student History', 'Next Year's Data', 'Print Profile Summary', and 'New Student'. The 'Student Profile' option is selected, and its sub-menu is open, showing 'Personal', 'Contacts', 'Medical', 'Notes', and 'Documents File'. The 'Documents File' option is highlighted. The main content area displays a 'MIS Summary' section with a warning about 13 errors and a table titled 'Table A: CASEMIS Student Data Table'. Below the table, there are sections for 'LEA Identification' and 'Special Education' with various form fields and dropdown menus.

Test Server - All changes to data will be lost

MIS Summary

81 CASEMIS State Program Errors and 87 Warnings (imported 11/12/2012)

13 errors Validate Submit for CASEMIS

Table A: CASEMIS Student Data Table

LEA Identification

Report Date 12/1/2012

SELPA Ventura County SELPA

SELPA From (Transfer)

District Attending County Office of Education (VCOE) - 5610561

District of Residence

School Type Public day school - 10

School Attending Phoenix/Los Nogales (COE) - 6069231

Special Education

Migrant Yes No

Residential Status Parent or legal guardian - 10

Entry Date (First Services Received) 11/12/2012

Step 3: Select a Category (e.g. Assessment Report).

The screenshot shows a web browser window with the URL <https://sirastraining.vcoe.org/main.seam>. The browser's address bar and menu are visible. The application interface includes a navigation bar with the AVASIRAS logo and links for 'Return to MIS Summary', 'Student Info', 'Reporting', and 'Tools'. Below this is a search bar with the text '(found set) 1 of 3 records' and a search button. A red warning message states: 'Test Server - All changes to data will be overwritten'. The main content area is titled 'Student Profile' and 'Sample, Sam (Sample1)'. It features several tabs: 'Personal', 'Contacts', 'Medical', 'Notes', and 'Documents File'. The 'Documents File' tab is active, showing a table with columns: 'Filename', 'Description', 'Date Created', 'Created By', 'Edit Category', and 'Uploaded Item'. The table is currently empty, with the text 'No data' at the bottom right. Below the table is a form for uploading a file. It includes a 'Category' dropdown menu, a 'File Description' dropdown menu, a 'File' input field, and a 'Browse...' button. The 'Assessment Report' option is selected in the 'Category' dropdown. To the right of the 'File' input field, it says 'Max file size 20 MB'. At the bottom of the page, there are links for 'Support', 'Contact', and 'Request Enhancement / Report Bugs'.

Category

File Description

File

Assessment Report

Signature Page

Medical

Portfolio

Letter/Note

Document

Browse...

Max file size 20 MB

Filename	Description	Date Created	Created By	Edit Category	Uploaded Item
No data					

Support Contact Request Enhancement / Report Bugs

Step 4: Type in a file description (include the date in your file description), click on “Choose File” and then “Upload.”

The screenshot shows a Safari browser window displaying a web application interface for SIRAS Systems, Inc. (Test Server). The browser's address bar shows the URL `https://sirastraining.vcoe.org/main.seam`. The page title is "SIRAS Systems, Inc. (Test Server)".

The main content area is titled "Student Profile" and includes a navigation menu with "Personal", "Contacts", "Medical", "Notes", and "Documents". The "Documents" section is active, showing a "Documents File" table with columns for "Filename" and "Description".

A file selection dialog is open over the "Documents File" table. The dialog shows a list of files and folders on the Desktop. The files listed are:

Name	Date Modified
SESR 2009 POWERPOINT Revised	Today 12:25 PM
Aide Training	Today 12:01 PM
Preschool Intakes	Today 11:17 AM
503 - Spencer Dods	Today 10:51 AM
Phone Log 2011-2013	Yesterday 9:40 AM
NPA	Aug 28, 2012 3:48 PM
WISC	Aug 27, 2012 2:25 PM
Report Templates	Aug 24, 2012 3:39 PM
OPDOTS02.rdp	Aug 22, 2012 10:32 AM
Inclusion	Aug 17, 2012 1:12 PM
60 Day Timeline 2012-2013	Aug 17, 2012 9:54 AM
Dropbox	Aug 15, 2012 10:16 AM
Unsigned Meeting nOtes	Jul 6, 2012 11:40 AM
Meeting Notes 2011-2012	Jul 6, 2012 11:40 AM

The dialog also shows a sidebar with "FAVORITES" (Desktop, Dropbox, All My Files, dihuri) and "MEDIA" (Music, Photos, Movies). The "Choose" button is highlighted.

Below the "Documents File" table, there is a "Category" dropdown menu set to "Assessment Report". The "File Description" field contains "Multidisciplinary 2012". The "File" field shows "Choose File" and "no file selected". The "Max file size 20 MB" is displayed. The "Upload" button is visible at the bottom.