

1. To print class list, first go to your student number link on the left corner in the SIRAS homepage.



2. Once the list pops-up, you have the option to change the <u>Status</u> from *Active* to *Active/Pending* so you see <u>all</u> students including Initials (pending records).

	Quick Search	S
	Filter by: Status Active Submit State	us
	All Scho	Jol.
	Abarca Fernar Active / Pending Watserville (Chai
	Abarca-Farnai Pending Watsonville (Nai
3.	Next, you will click on Student Lists / Pr	Student Lists / Print
		Student List Predefined List Edit List
4.	Then you will select the <i>Edit List</i> tab.	List Type Students Services Disciplines Columns Student Identification

5. Next, add criteria by selecting from the list on the left and *Add>* to the list on the right. After you have added the criteria, take a moment to arrange the order of the columns to your preference by clicking on the *Up* or *Down* button. *Example:*

List Type Students Services Disciplines Columns Primary Service All Services Total Daily Service Minutes Service Count IEP Dates Last IEP Date Last Evaluation Date Meeting Delay Reason Periodic Review Parent Input	Student List		
Next EVAL	List Type Columns Primary Service All Services Total Daily Service Minutes Service Count IEP Dates Last IEP Date Last Evaluation Date Meeting Delay Reason Periodic Review Parent Input Next IEP	iplines Add > Last Name Add > First Name School Attending Birthdate Grade Primary Disability Primary Service Last IEP Date Last Evaluation Date Next IEP Next EVAL Vext EVAL	p vn

Lastly, click on the Update List button towards the bottom Update List and then click on the Export button on the right top corner. Provide the Export Section 2012 Section 20

We recommend exporting a new list every 2-4 weeks so that you get the most up to date class list.



If you need help exporting your class list, please call Elizabeth Ubaldo at x2781 or email at elizabeth_ubaldo@pvusd.net.