

Uploading (attaching) a Document to a Student Record

You can upload a document to a student record such as a Word Document, Excel file, JPEG, PDF, etc. to the student's records.

What do I need to upload to SIRAS?

Anything with a signature related to an IEP meeting and any other documents (not SIRAS generated) related to an IEP meeting. To link the documents to a specific meeting, follow step #2 (below).

This includes:

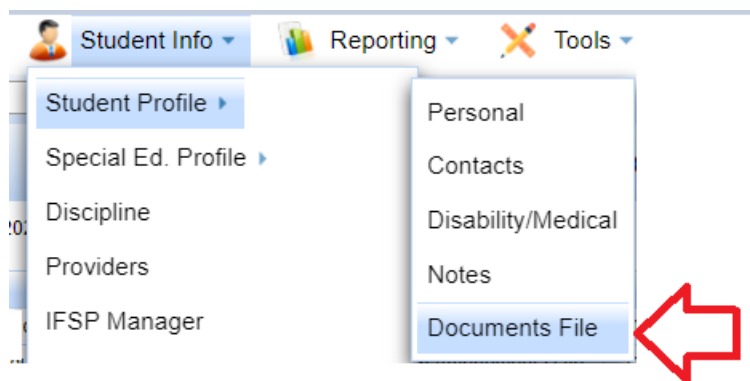
- Consent and Signature page
- Report of Assessment- Assessor signature page
- Notice of Meeting
- Assessment Plan
- Medi-Cal signature page
- Transfer of Rights signature page
- Referrals, previous district IEPs and reports, etc.

Three Types of Uploading

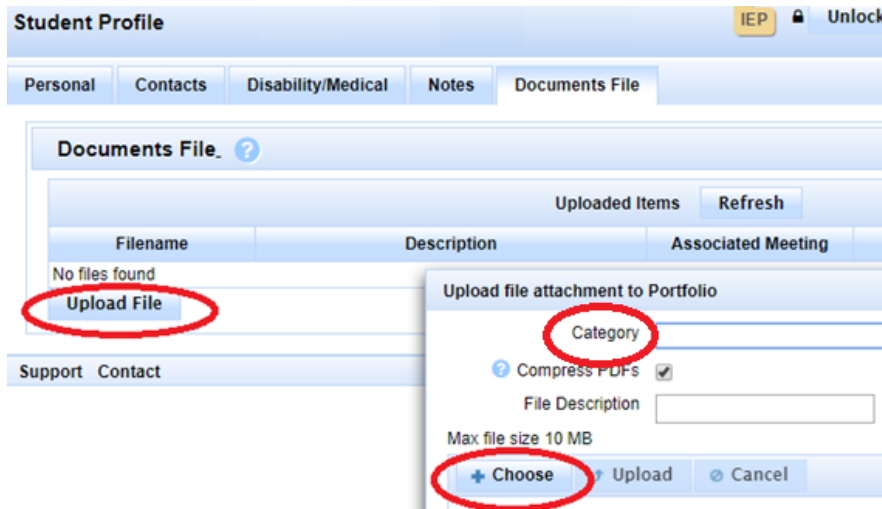
1. Upload Document to Student Record

Upload a document to a record, such as an IEP from another program, a doctor's note, etc. This is done under the **Student Info** menu, select **Personal Profile**, and then **Document File**.

- Choose the student and select a student.
- Go to "**Student Info**," then "**Student Profile**," then "**Documents File**."



- Select a Category (e.g. Assessment Report).

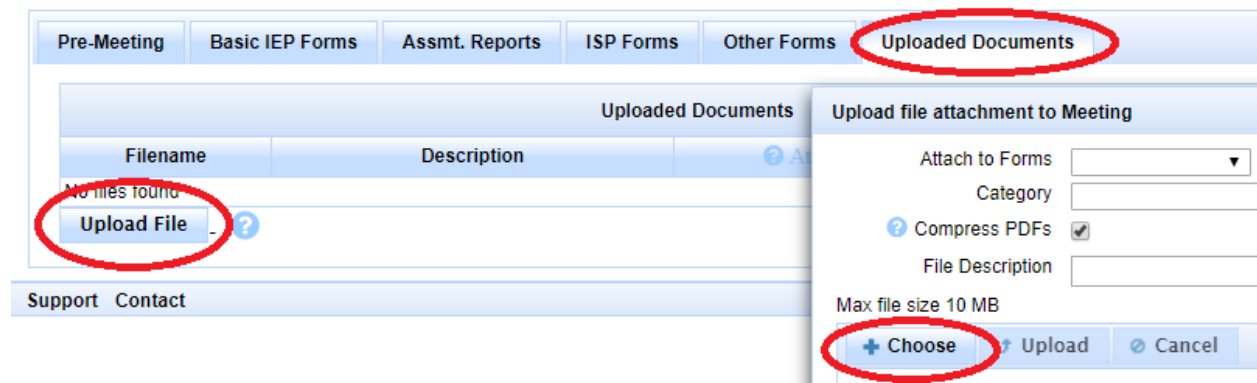


- Type in a **File Description** (include the date in your file description), click on **“Choose File”** and then **“Upload”**.

Anyone who is associated with the student will have access to view or add the uploaded documents.

2. Upload Document to Meeting

Upload a document to a meeting, such as assessment profiles, signature pages, contributions from outside agencies, etc. This is done in the **IEP Manager** in an open meeting under the **Upload Document** tab.



3. Upload Document as numbered Document in IEP

Upload a document as a numbered page to the end of the IEP or assessment report. This is the same as uploading a document to a meeting, but if that document is a PDF you will have the option to append that document at the end of the IEP, ISP or Assessment Report. While all the PDF documents will always be at the end of the IEP, ISP or Assessment Report you can use the “Page Order” or to index or put which PDF document you want to be first or second, etc. This is done by entering the ordinal number in the ‘Page Order’ field.

Note: Only PDF files can be attached to the Basic forms (IEP), ISP or Assessment Report.

Note: If you upload a form to a meeting and if it is a PDF document, assigning the Category as “Signature Page” will replace the blank signature page a replace it with the uploaded signature page.

The file name convention is important. Do not use a file name with more than one period, i.e. “signature page 4.1.2014.pdf”. A file name like this will not allow you to append the file. The only period in the file name should be used to separate the file name and the type of file; i.e. “Signature Page.pdf”. Also limit the length of the filename to 15 characters.

Tip: *If you scan the signature page as a PDF and indicate after uploading the form under Category as a ‘Signature Page’, SIRAS will replace the blank signature page with the scanned /uploaded signature page.*

If you need help exporting your class list, please call Elizabeth Ubaldo (x2781) or Yolanda Grijalva (x2777) or email us at elizabeth_roblero@pvusd.net and yolanda_grijalva@pvusd.net.

