

Brief Overview of the Process for Preparing for a Second IEP Meeting (Annual or Triennial) in SIRAS

1. If the student already has goals in the Goals Developer under Current Goals, develop goals for the new IEP under the Next Year's Goals tab in the Goals Developer (under Student Info/Goals Developer). Do not ever delete any goals or you will lose your progress report data.

2. At the same time you are working on the new goals, enter the progress for the annual review on the progress report (under Student Info/Data Collection and Progress) and mark met/not met for each goal. You may also check the Keep/Revise box for goals that have not been met if desired. This feature will save your progress report for that goal and also keep a copy of the goal in the Current goals after you Archive & Advance the goals. If you check the Keep/Revise box be aware that the program will save all of the information attached to that goal. Be careful to revise all components of the goal for the new IEP, particularly the **reason for the goal** and the **baseline**, as well as the **goal** itself.

3. After you have printed the final progress report with the goals marked as met/not met, then you can open the Goals Developer and Archive and Advance Goals. This will move the goals from the Next Year's Goals tab into the Current Goals (for the new IEP) and move the Current Goals (from the old IEP) into Archived Goals.

4. If you want revise a goal that was met, wait until after you have archived the goals and create a blank goal under Current Goals. Then go under archived goals in the Goals Developer and copy the old goal that was met. Paste the old goal in the space created under Current Goals. Then you can revise the old goal for the new IEP.

5. After you have done all of the above, you can then open the goals page and enter the final information:
 - Language of Instruction for English Learners
 - Whether the goals "Enable student to be involved/progress in general curriculum" and/or "Address other educational needs resulting from the disability."

Rules:

- Never open goals page until after you have Archived and Advanced Goals.
- Never Archive and Advance goals until after you have printed the progress report.
- Always develop new goals in the Next Year's Goals section.
- Never delete any goals.