

To request a New Student Record, follow these steps in SIRAS.

1. Go to **Student Info** and select **Manage Caseload**
2. Fill out the **Request New Assignment Section** and click **Find matching records** (see illustrations below)
3. If the student record is not found, you will be prompted to create a new one.
4. Click **Request Create New Student Record**
5. Your new Pending Request will appear at the top of the page where you can also add the **Request Reason**.

Note: If your request is APPROVED, you will see a message on your SIRAS Homepage; this may take up to 2 school days. If your request is urgent, complete these steps followed by an email (email address below). If your request is denied, you will receive an email stating the reason it was denied.

Manage Caseload ?

Request Removal from Caseload

Request New Assignment

Role ←-----

Find Student

First Name ←-----

Last Name ←-----

Birthdate ←-----

or OR

SSID ←-----

or OR

Student ID ←-----

Find matching records

←

No matching records found

Create New Student

Use this function only if you are sure the student record does not yet exist in the system.

Name

SSID

Student ID

Birthdate

Request Create New Student Record

←

Manage Caseload ?

Pending Requests

Student	SSID	School	Assign To	Role	Request Date	Request Type	Request Reason	
New Record: LAST NAME, FIRST NAME DOB			Teacher	Case Manager	10/27/2020	Assign Special Ed.	<input type="text" value="Initial"/>	Cancel

For assistance, please contact Elizabeth Ubaldo via email at elizabeth_ubaldo@pvusd.net