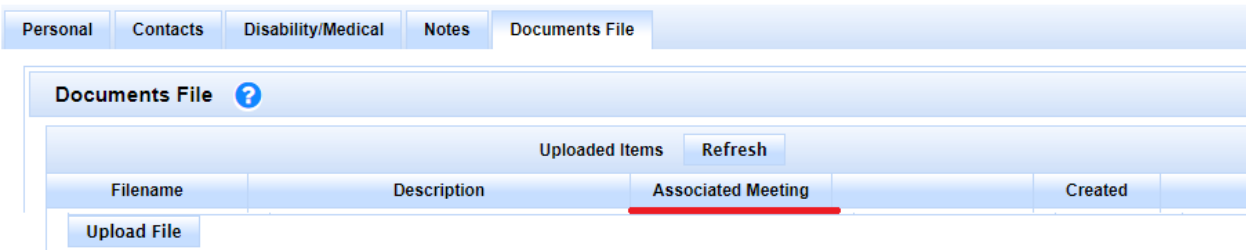


Question:

Is it possible to add (link) signature pages even after a meeting has been finalized?

Forms can be uploaded to a meeting before and after the meeting has been **Finalized**. This is done by going to **the Student Info** menu> **Student Profile**> and **Documents File**. Upload the form and then under the **Associated Meeting** column, select the meeting that the uploaded doc is associated with.



Filename	Description	Associated Meeting	Created

This can be done at any time and for any form including Signature pages. However, the replace and the add to IEP as a numbered form option are only available when the meeting is **open**.

Question:

Should I finalize a meeting that was held over the phone?

Yes. If the meeting is remote and it will take more than a week to get the signature page, the case manager (or provider) should **Finalize** the meeting. The signature page may be uploaded at a later date under the **Student Info** menu> **Student Profile**> and **Documents File** and linked to the **Assosiated Meeting**.

Question:

Can I reactivate a meeting so I can upload or replace a signature page?

Only Admin 1 users can **Reactivate** a meeting. If it is urgent for some reason to do a “Replace page” of the Signature page, someone with **Admin 1** access or above can **Reactivate** the meeting up to 90 days after the meeting. If it is over 90 days, notify your SIRAS support/MIS team in the office for support.