West Contra Costa Unified School District
Office of the Superintendent

Friday Memo
November 3, 2017

Upcoming Events – Matthew Duffy
November 6: Agenda Setting, Superintendent's Office, 4:00 PM
November 6: Special Education CAC, Cameron School, 7:00 PM
November 6-8: Elementary Conference Days, Minimum Days
November 8: DLCAP Meeting, Kennedy Library, 6:30 PM
November 10: Veterans' Day Holiday, Schools and Offices Closed
November 13: Technology Committee, IT Center, 4:00 PM
November 13: Youth Commission, Helms Library, 6:30 PM
November 14: Solutions Team, UTR Office, 1:00 PM
November 15: Board of Education Meeting, DeJean, 6:30 PM
November 21: Facilities Subcommittee, FOC, 4:00 PM
November 21: Academic Subcommittee, DeAnza, 5:30 PM
November 22: Agenda Setting, Superintendent's Office, 4:00 PM
November 22: Minimum Day, All Schools
November 23-24: Thanksgiving Holidays
November 29: CBOC, FOC, 6:00 PM
November 30-December 2: CSBA Annual Education Conference, San Diego

Special Education Information System (SEIS) – Steve Collins
SEIS is the Special Education Department's online management system of Individual Education Programs (IEPs) and Special Education records. We now offer on-going trainings and refresher courses for teachers throughout the year on designated Saturdays. Included in this Friday Memo are pictures of the Saturday, October 28 training that was held at Pupil Services Center.

Background on SEIS:
SEIS provides centralized online management of IEPs and Special Education records.

Teachers and Service Providers can edit IEP forms at any time, from any device with internet access. The IEP forms are pre-populated with information from the SEIS Student Record, eliminating repetitive data entry. SEIS has a built-in California Special Education Management Information System (CASEMIS)* error check utility which can be used at any time. This error check also runs automatically during the IEP approval process so that CASEMIS errors are found and corrected as part of the IEP process.

All CASEMIS and IEP information is collected and stored in SEIS from the time the student is first entered into the system. The student's records, and all of their historical information and IEPs, moves with the student when they transfer to any of the nearly 1,000 districts in California using SEIS, even when transferring to a different SELPA!

*CASEMIS is the system that the California Department of Education (CDE) uses to collect data from each SELPA for Federal reporting purposes, and SELPA/District compliance with State and Federal laws.