School Curriculum and Standards Authority

2024

Student Registration Procedures Manual

PRIMARY STUDENTS ONLY

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

Student Registration Procedures Manual 2024

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Overview

- **About the Student Information Records System**
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Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

1.1 About the Student Information Records System

It is a legislated requirement that schools provide the following information to the School Curriculum and Standards Authority (the Authority):

- courses and programs provided by schools (secondary only)
- student registration and demographics
- student enrolment details (secondary only)
- student results and achievements (secondary only).

Schools use a variety of database programs to record this information. The data is subsequently provided to the Authority by uploading it to the Student Information Records System (SIRS).

The Authority uses this information in various ways, including for:

- meeting legislative requirements to register all students in Years K–12
- registering students in Years 3, 5, 7 and 9 for the National Assessment Program – Literacy and Numeracy (NAPLAN) testing
- the coordination of examinations (secondary only)
- reporting on student information and achievement (secondary only).

The School Curriculum and Standards (SCS) Division of the Department of Education (the Department) collects data on behalf of the Authority. Schools provide data to SCS to be reported to and used by the Authority.

Schools can also use this information to provide a wide range of reports for parents (see Reports for details).

1.2 Processes

There are three processes involved in providing information to the Authority:

- recording data
- saving data
- uploading data.

1. Recording data

Data can be entered into school database systems, including, but not restricted to, Civica® Maze, Administration of Schools (AoS), Reporting to Parents (for most public schools), SEQTA® and Synergetic®. To find out how to record data in these systems, contact the software supplier or refer to Database programs for relevant links.

This manual provides instructions to schools on how to set up different types of databases in Microsoft® Excel®. It is critical that data is formatted correctly in Excel. Failure to format data correctly will prevent the data from being uploaded into SIRS. Refer to instructions in the relevant sections of this manual on how to set up a spreadsheet in Excel.

2. Saving data

Whatever database software a school uses, information is required to be saved as **.CSV** (comma separated values or comma delimited) file or a **.SCSV** (semicolon separated values) file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

3. Uploading data

The Authority receives school data when files are uploaded into SIRS. All files are uploaded using the **Uploads** tab in SIRS (see screenshot below).

Schools using the Brightpath program, ABLE*WA* program, or conducting NAPLAN testing, will be required to upload student information into SIRS by clicking on **Upload Students** (see screenshot below).
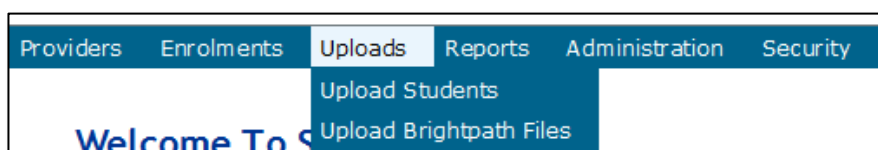
Schools using the Brightpath program will also be required to upload a teacher registration file into SIRS (see section 4.4).

Each file can provide optional information as well as the mandatory information required by the Authority. Files that do not have information in mandatory fields cannot be uploaded into SIRS.

1.3   Deadlines

Schools will be advised of deadlines to upload their data through eCirculars, reminder emails and messages on the SIRS home page.

In order for SCS to support the Authority to meet its obligations, schools are required to report different types of activities at appointed times throughout the school year. Deadlines are available on the home page of SIRS or on the Authority website on the Activities Schedule page (https://www.scsa.wa.edu.au/publications/activities-schedule).

All deadlines **must** be adhered to; otherwise, your students may be at risk of not having correct enrolment and achievement data recorded in SIRS.

1.4   Reports

Once data is uploaded into SIRS, schools can generate a number of reports. For the full list of reports, refer to Reports.

1.5   Support

For issues relating to the information contained in the *Student Registration Procedures Manual 2024*, contact the Data Services team at dataservices@scsa.wa.edu.au.

1.6   More information

The Authority website has a number of publications relevant to different areas of this manual. To keep up to date with information pertaining to primary schools, it is recommended that school staff register for the *Kto10 Circular* on the home page of the Authority website (www.scsa.wa.edu.au).

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Section 2:

Getting started and administration

- **Logging on**
- **A tour of SIRS**
- **Managing your account**
- **Managing other user accounts**
- **Updating provider information**
- **Further help**

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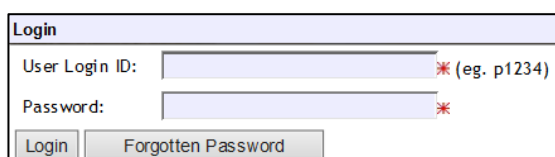
2.1 Logging on

Contact the SIRS helpdesk at sirshelp@scsa.wa.edu.au for initial login and password allocation, if this has not already been sent to you. You will be required to change your password at the initial login.

1. Log in to SIRS at https://sirs.scsa.wa.edu.au. The following screen will appear.

School Curriculum and Standards Authority
Launch Student Information Records System
[Launch]
Version: 8.0.3
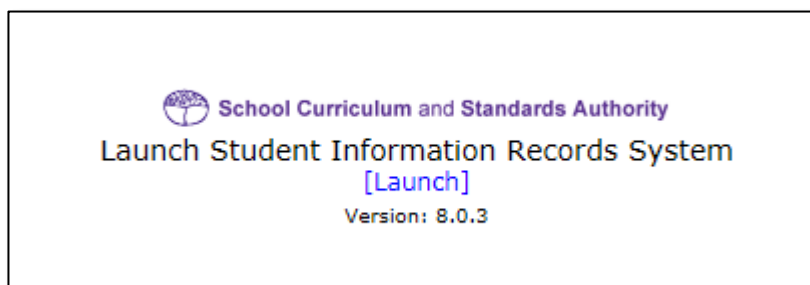
Tip: add this page to your favourites for quick access in the future.

2. Click on **[Launch]**. The **Login** page will appear (see screenshot below).

Login
User Login ID: _____ ✳ (eg. p1234)
Password: _____ ✳
[Login] [Forgotten Password]

3. Enter your **User Login ID**. This consists of the letter **p** followed by your school code. If you are a SIRS administrator, your username will be **p****** and **no alpha character** (letter) after the school code (a SIRS administrator has the authority to create user accounts, but not another SIRS administrator account. See Managing other user accounts in this section). If you are not a SIRS administrator, your **User Login ID** will end with an alpha character.
4. Enter your **Password**. This should be a minimum of eight digits, with at least one capital letter, one lowercase letter, one number and one non-alphanumeric character, e.g. !, $, %.
5. Click on the **Login** button or press **Enter** on your keyboard.

Note: if you leave the **User Login ID** or **Password** fields blank, you will be unable to enter SIRS.

When you have successfully logged into SIRS, the home page will appear with the blue horizontal navigation bar at the top.

2.2 A tour of SIRS

The home page of SIRS has a number of elements:

- blue horizontal navigation bar at the top of the page (see screenshot below)
- important dates
- upload status.

School Curriculum and Standards Authority
Providers   Enrolments   Uploads   Reports   Administration   Security

Welcome To SIRS
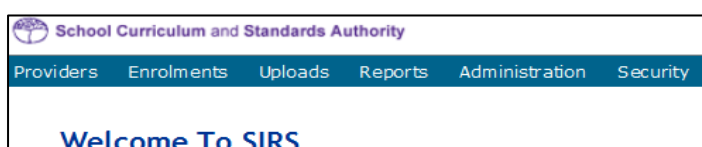
2.2.1 Home page of SIRS

2.2.1.1 Blue horizontal navigation bar

The blue horizontal navigation bar has a number of menu items, including:

- **Providers**, **Enrolments**: contain information about the different types of data reporting activities required by the Authority
- **Uploads**: allows data to be uploaded from your computer into SIRS
- **Reports**: allows schools to generate a wide range of reports based on data uploaded into SIRS
- **Administration**: allows the user to search for suburb and postcode information
- **Security**: allows management of user accounts (e.g. passwords, email addresses, roles).

2.3 Managing your account

2.3.1 Changing your password

1. In the blue horizontal navigation bar, hover over the **Security** tab (see screenshot below).
2. Click on **My Details**.

3. Click on the **Change Password** button. The **Change Password** fields will appear (see screenshot below).

4. Enter your **Existing Password**.
5. Enter your **New Password**.
6. Confirm your **New Password**.
7. Click on the **Change Password** button.

2.3.2 Changing the primary email address

To ensure you receive emails generated by SIRS, your email address must be correct.

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **My Details**.

3. Update the email address, if required.
4. Click on the **Save My Details** button at the bottom of the screen.

2.3.3　Changing the secondary email address

If you job share or need a backup while you are on leave, you will need a second person to receive emails and alerts from SIRS.

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **My Details**.
3. Add the new email address in the **CC Email** field.
4. Click on the **Save My Details** button at the bottom of the screen.

2.4　Managing other user accounts

To administer other user accounts, you must have the **Manage provider member login IDs** role enabled in your user account.

2.4.1　Accessing other user accounts

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users**. The **User Search** fields will appear (see screenshot below).

3. Enter your **User Logon ID** (e.g. p1234).
4. In **User Type**, select **Provider**.
5. Click on the **Search** tab. You will see a list of accounts held under your school's ID (see screenshot below). Some accounts in the **Status** column may display as **Inactive** along with **Active** accounts.

2.4.2   Managing roles of other user accounts

When using SIRS, there may be times when users will require additional/elevated access within the system. For example, only an administrator has initial access to change information in the **Provider Details** section; however, they can delegate this role to other staff.

Only an **Administrator** can change the roles of a user account. To carry out the following instructions, you must have the **Manage provider member login IDs** role enabled in your user account.

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users**.
3. Enter your **User Logon ID** (e.g. p1234).
4. In **User Type**, select **Provider**.
5. Click on the **Search** tab. You will see a list of accounts held under your school's ID (see screenshot below). Some accounts in the **Status** column may display as **Inactive** along with **Active** accounts.

Security: User Search

Search | Search Results

User Search Results

Family Name	Given Name	User Logon ID	User Type	Provider Name	Status
Galbraith	Lynn	p1234	Provider	Authority Senior High School	Active
		p1234a	Provider	Authority Senior High School	Inactive
		p1234b	Provider	Authority Senior High School	Inactive
		p1234c	Provider	Authority Senior High School	Inactive
		p1234d	Provider	Authority Senior High School	Inactive
		p1234e	Provider	Authority Senior High School	Inactive
		p1234f	Provider	Authority Senior High School	Inactive

6. Click on the user account you want to add/change.
7. You will see a **Roles** tab (coloured green) to the right of the **User Details** tab (see screenshot below). Click on the **Roles** tab.

Security: User Details

User Details | Roles

Existing Contact

Existing Contact: [   ] [...] [X]

You will see the roles assigned to each user and a description of the role (see screenshot below).

Security: User Details

User Details | Roles

User Details

Name:	Smith, Joe
User Type:	Provider
User Logon ID:	p1234

Roles The User Is Assigned To

| Role Name	Description
Audit Document For Provider	Provider which can upload Audit document.
Download NAPLAN Result Users	Allow the provider users to download NAPLAN results
EST document download	EST document download
Manage Provider Members Logon IDs	Manage Provider Members Logon IDs
New SIRS General for provider	General role for provider

You are now ready to add, remove or query roles (see instructions below).

2.4.2.1 Add a user role

1. Click on the **Assign To Role** button at the bottom of the page (see screenshot below).
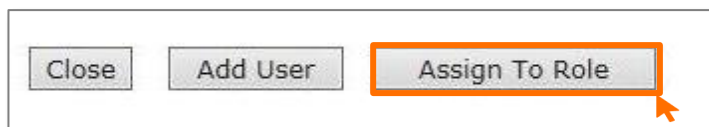
2. Click on the **document** icon to the left of the role you wish to assign. In the next screen, this role will be displayed in a list of roles with their descriptions (see screenshot below).

Role Search

Role Name	Description	Applicable to User Type
Audit Document For Provider	Provider which can upload Audit document.	Provider
Clerical	Role assigned to users who can maintain Provider Details, Student Details, set up School Offerings and Enrolments.	Provider
Download NAPLAN Result Users	Allow the provider users to download NAPLAN results	Provider
EST document download	EST document download	Provider
Maintain Student Details	This role has been created to allow certain providers to maintain their student details, enrolments, and results using the SIRS system	Provider
Manage Provider Members Logon IDs	Manage Provider Members Logon IDs	Provider
Maximising Feedback - Provider	Allows the provider to access the Maximising Feedback function.	Provider
New SIRS General for provider	General role for provider	Provider
Proposed Grade View - Provider	This role allows a provider to view proposed grades	Provider
Provider Literacy and Numeracy Test Administrator	User has unrestricted access to Literacy and Numeracy Test of the school	Provider

10 Records Found

3. Click on the **Close** button. The new role is now added to the nominated user account.
4. Repeat the steps above to add more than one role for a user.

2.4.2.2 Query a role

Click on the **document** icon to open a detailed description of a role.

2.4.2.3 Delete a role

Click on the **delete** icon to remove a user role.

2.4.3 Create a new user account

The following instructions are to be used to create a new user account for any role other than an **Administrator**.

Note: it is best for any person who is new to the administrator role to overwrite the existing **Administrator** account details by entering their name and email address.

To create a new user account for roles other than **Administrator**:

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users**.
3. Enter your **User Logon ID** (e.g. p1234).
4. In **User Type**, select **Provider**.
5. Click on the **Search** tab. You will see a list of accounts held under your school's ID.

6. Click on the **document** icon next to one of the inactive accounts you wish to allocate to the new user. The **User Details** screen will appear, prompting you to fill in the **User Details** fields (see screenshot below).

7. You must fill in the fields that are tagged with red asterisks (*).
   It is recommended that you enter an email address to ensure the staff member receives verification and processing upload messages. You may also wish to enter other details.
8. The **User Type** should always remain as **Provider** unless specified otherwise.
9. Type in a new **Password**.
10. In the status window, ensure the account is changed from **Inactive** to **Active**. This can be changed back to **Inactive** once a staff member leaves or no longer requires access.
11. Tick the **Password Change Required** check box to ensure the account holder changes the password the first time they log in.
12. Once all fields are populated, click on the **Save** button.

The new user account has now been created and is active.

For any problems logging in, contact sirshelp@scsa.wa.edu.au.

2.5   Updating provider information

Details about your school or registered training organisation (RTO) are located under the **Providers** tab, in the blue horizontal navigation bar (see screenshot to the right) under **Provider Details**. This information needs to be updated by schools in SIRS. The school user with the p**** login to SIRS (no alpha character at the end) has access to update some of this information.

Providers	Enrolments
Provider Details	
Request Student Numbers	
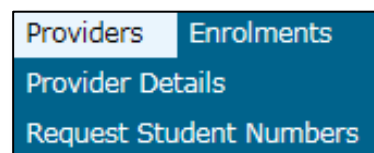
The range of information to be updated includes:
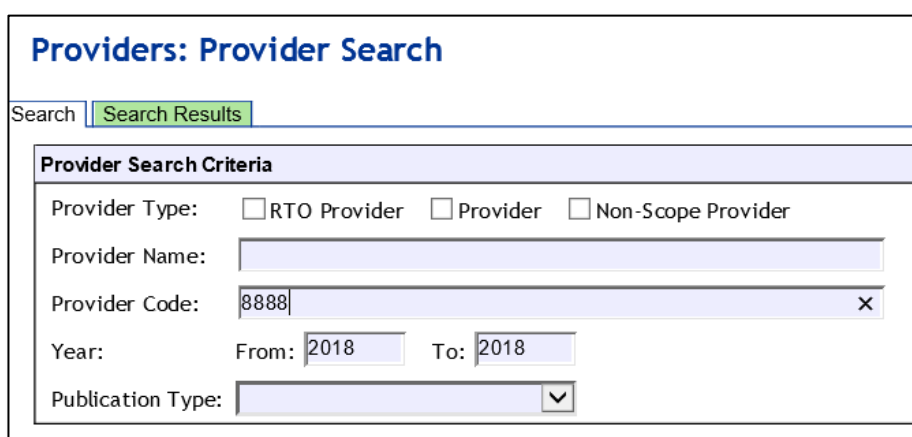
- estimated number of teachers
- estimated number of students for Years K–12. This information is required to be added/updated at the commencement of each year
- whether vocational education and training (VET) is offered at the school (secondary only)
- member (staff) details and role held.

Note:
- schools cannot access and update the top section of the page, including **Provider Name**
- there is no requirement for schools to provide an ABN.

To access your organisation's details in the **Provider Details**:

1. In the blue horizontal navigation bar, hover over the **Providers** tab.
2. Click on **Provider Details**. The **Provider Search** fields will appear (see screenshot below).

Providers: Provider Search

Search	Search Results

Provider Search Criteria

Provider Type:	☐ RTO Provider ☐ Provider ☐ Non-Scope Provider
Provider Name:	
Provider Code:	8888 ✕
Year:	From: 2018 To: 2018
Publication Type:	▼

Your **Provider Code** will appear automatically, based on your login information.

3. Click on the **Search** button.

The provider details will appear.

Refer to the screenshot below for the full range of information available in the **Provider Details** tab. Use the scroll button on the right-hand side to view the whole page.

4. The following fields are to be entered by the school.

- Number of teachers at your school this year.
- Anticipated number of students in each academic year group at your school this year.
- Tick the **Offering VET** check box if you are offering VET to a specific academic year group (secondary only).
- The student management database you are using when uploading data to SIRS.

5. Click on the **Save** button.

2.5.1   Updating staff information

Schools are required to update the information held in SIRS regarding which staff hold the following positions at the school this year:

Schools (Kindergarten to Year 12)

- Principal
- Deputy principal
- Endorsed programs contact
- Enrolments contact
- Externally set tasks contact
- COAT contact
- NAPLAN Year 3–5 contact
- NAPLAN Year 3–9 contact
- NAPLAN Year 7–9 contact
- M&S (Moderation and Standards) contact
- OLNA IT support contact
- OLNA Y9–10
- OLNA Y10–12 contact
- Student registration contact
- VET contact
- ATAR examination contact
- Brightpath administrator

Schools (Kindergarten to Year 6)

- Principal
- Deputy principal
- NAPLAN Year 3–5 contact
- Student registration contact
- Brightpath administrator

To update staff details at your school and reassign roles:

1.   Click on the **Provider Members** tab (see screenshot below).

The **Provider Members** details will appear (see screenshot below).

2. Click on the **Edit Provider Member** icon (see screenshot below).

The **Provider Member Details** screen will appear (see screenshot below).

3. Choose the new position from the **Role** drop-down list.
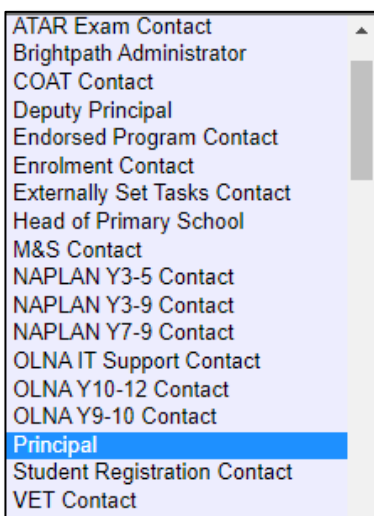
4. Click on the **Save** button.

If your school has a new principal:

1. To remove your previous principal's information, click on the **delete** icon next to **Principal** (see screenshot below).
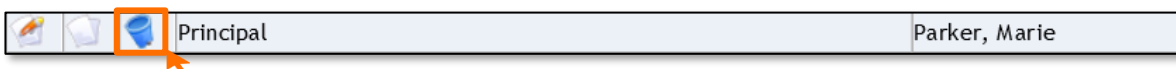
2. Click on the **OK** button.
3. To add your new principal, click on the **Add Provider Member** button (see screenshot below).

4. The **Contact Search** fields will appear. Enter the principal's family name in the **Contact Family Name** field (see screenshot below).

5. Select the correct person by clicking on the **document** icon next to their name (see screenshot below).

   Note: if more than one person matches the full name, check the Teacher Registration Board of Western Australia (TRBWA) number is correct for the teacher at your school.

6. Select **Principal** from the **Role** drop-down list (see screenshot below).

7. Click on the **Save** button.

2.5.2   Checking provider contact information

1. To update or check if the preferred contact email address is correct, click on the **Display Provider Member Contact Details** tab and then click on the **document** icon next to the preferred contact's name (see screenshot below).

2. The **Contact Details** fields will appear. Ensure **Work** is selected as the **Preferred Location** and the **Preferred Method** of contact is **Email** from the drop-down lists (see screenshot below).

3. Check the email address in the work **Email** field is correct (see screenshot below).

Once all relevant positions have been updated, this will ensure the correct person receives emails and other correspondence from the Authority.

If you cannot find a teacher/contact person when you look up their details, contact dataservices@scsa.wa.edu.au to have the person added to SIRS. This will be the case with new teachers who have never been registered in SIRS.

2.5.3   Maintaining your school's contact details

To update a provider address, phone number or email address, schools should click on the **Provider Contact Details** tab.

Schools may amend and update the information in this section and click on the **Save** button when finished.

2.6   Further help

For issues relating to the information contained in the *Student Registration Procedures Manual 2024*, email the Data Services team at dataservices@scsa.wa.edu.au.

Student Registration Procedures Manual 2024

Section 3:

Student registration and demographics

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

3.1   Student registration requirements

It is a legislated requirement that all students from Pre-primary to Year 12 are registered with the Authority until the end of the year in which they turn 17 years and six months of age, regardless of their study program. This requires each student to be allocated a unique identifier, i.e. an eight-digit Western Australian student number (WASN).

If you cannot find a student's WASN, check with their previous school or in SIRS (see section 3.2.1). If you still cannot find the student's WASN, email numbers@scsa.wa.edu.au with the student's legal family name, given name, date of birth and academic year to have one allocated.

Once the WASN has been provided, it can be uploaded as part of your student registration and demographics (SRGDG) file.

3.1.1   Important dates

Refer to the home page of SIRS or the Authority website on the Activities Schedule page (https://www.scsa.wa.edu.au/publications/activities-schedule) for dates when the Authority requires student registration information to be provided.

3.1.2   Request to change student academic year

On occasion, students need to change their academic year. To request a change to a student's academic year for Pre-primary to Year 10, download the *Request to change academic year Pre-Primary to Year 10* form available on the Authority website on the Applications and Order Forms page (www.scsa.wa.edu.au/forms).

Note:

- the form is available for limited periods, according to the Authority's deadlines
- changing academic year **cannot** be done by uploading the SRGDG file.

Student achievement must be reported for all learning areas for students from Pre-primary to Year 10, in line with the *Pre-primary to Year 10: Teaching, Assessing and Reporting Policy*.

Upon registration, schools should check SIRS for the student's previous school details and ensure they are enrolled to continue in the same academic year they were in at their previous school. This ensures students continue with their current year-level studies within the *Western Australian Curriculum and Assessment Outline*.

3.2   Request WASNs – Kindergarten

This process is to request Kindergarten WASNs only. As all students from Pre-primary to Year 12 are now registered in SIRS, blocks of numbers cannot be allocated for other academic years without checking to see if the record already exists in SIRS. To request WASNs for students who are in other academic years, refer to Search for WASNs in SIRS – other than Kindergarten.

1. In the blue horizontal navigation bar, hover over the **Providers** tab.
2. Click on **Request Student Numbers** (see screenshot below).
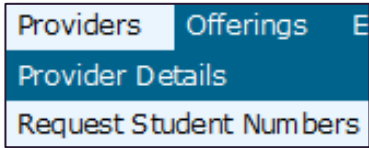
3. The **Student Number Request Search** fields will appear (see screenshot below). Click on the **Add Request** button.

4. The **Student Number Request Details** fields will appear (see screenshot below). Enter the number of Kindergarten WASNs required.

5. Check the **Email** address is correct to ensure messages are sent to the right person (this information is populated from **Security>My Details**).

6. Click on the **Save** button. SIRS confirms the request by displaying the **Record successfully created** message as well as information in the **Requested By**, **Requested On** and **Status** fields (see screenshot below).

7. Check the details. If you need to make changes, click on the **Save** button again.
8. When the details are correct, click on the **Close** button to dispatch the request for processing. Alternatively, you can click on **Cancel Request**.

Note: the information descriptor **Numbers Sourced From** will be the calendar year the student would be entering Year 8 (i.e. Year 3 numbers requested in 2024 will show that the numbers are sourced from 2029).

The Authority approves WASN requests periodically. Wait for confirmation of the numbers sent as an attachment to your email address or through the **SIRS Private Messages** section, available from the home page of SIRS (see screenshot below).

You do not have to use all the allocated numbers. For any new students arriving later in the year, email numbers@scsa.wa.edu.au and provide the following details for each student: family name, given name, date of birth and academic year.

3.2.1   Search for requested WASNs in SIRS

1. In the blue horizontal navigation bar, hover over the **Providers** tab and click on **Request Student Numbers**.
2. The **Student Number Request Search** fields will appear. Click on the **Search** tab or the **Search Results** tab to display a list of requests (see screenshot below).
3. If **Processed** appears under the heading **Status**, the numbers have already been allocated. Click on the **document** icon ⬜ to select a **Processed** request from the list under the **Status** heading.

Providers: Student Number Request Search

Provider	Numbers Sourced From	Academic Year	Requested By	Requested On	No. of Student Numbers Requested	Status
Department of Education	2025	Kindergarten	Galbraith, Lynn	16/05/2016	20	Processed
Department of Education	2017	Year 7	Galbraith, Lynn	9/05/2016	24	Processed

4. Click on the **Student Number Allocated** tab to view the WASNs allocated (see screenshot below).

Providers: Student Number Request Details

Student Number Request Details | Student Number Allocated

Request Details

Provider:	9000: Department of Education
Numbers Sourced From:	2025
Academic Year:	Kindergarten
Email:	Lynn.Galbraith@scsa.wa.edu.au
Number Requested:	20

The WASN details will appear (see screenshot below).

Providers: Student Number Request Details

Student Number Request Details | Student Number Allocated

Request Details

Provider:	Department of Education
Requested By:	Galbraith, Lynn
Approved By:	Parker, Marie
Number Requested:	20

Allocated Student Numbers

35042839
35129659
35191644
35218377
35226831
35245051

Note: you can also click **EXPORT** to have the student numbers saved as a text file. This is useful if you have deleted the confirmation email message that had the WASNs as an attachment.

3.3   Search for WASNs in SIRS – other than Kindergarten

If a student arrives at your school from another school in Western Australia or from overseas/interstate, you can search in SIRS for that student's WASN. All you need is the student's family name, given name and date of birth.

All student registrations are recorded in SIRS by the end of March in the current year. You will be able to search for students using the current year. This will give you the student's previous school and you will know where to send the transfer note.

1.   In the blue horizontal navigation bar, hover over the **Enrolments** tab.
2.   Click on **Student Enrolment** and then **Find Student Number** (see screenshot below).
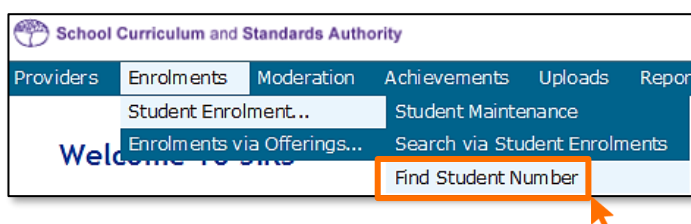
3.   The **Find Student Number** fields will appear (see screenshot below). Enter the student's **Family Name**, **Given Name** and **Date of Birth**.

4.   Click on the **Search** button. If the information you have entered exactly matches the information in SIRS, you will find a result even if the student is not at your school (see screenshot below).

If the details you have requested are different from the information in SIRS (e.g. date of birth is different, Jackie is spelt as Jacky etc.), no information will be found. In this case, email numbers@scsa.wa.edu.au and provide the student's:

* Given name
* Family name

- Date of birth
- Academic year
- Previous school (if known).

3.3.1 Troubleshooting: Search for WASNs in SIRS – other than Kindergarten

What happens if the requested information does not show up in the search?

Email numbers@scsa.wa.edu.au and provide the student's name, academic year and date of birth.

What happens if I enter calendar year 2023 as the Year Range?

Only students registered in the SIRS database for 2023 may return in the search. For the purposes of finding existing student numbers, it is recommended to leave the **Year Range** as blank.

What does it mean when Notice of Arrangement is shown as the student's provider?

It means the student is likely to be under a **Notice of Arrangement** (relevant to senior secondary only) or may have been on the **Whereabouts Unknown List**, which is more likely with Years K–10.

3.4 Student maintenance

Student details are uploaded into SIRS via the student registration and demographic file (SRGDG). Once the information is uploaded, it can be viewed in various sections of the **Student Maintenance** section in SIRS. These details can only be changed by uploading the relevant file. The following fields cannot be altered by uploading the SRGDG file:

- **Given Name**
- **Family Name**
- **Date of Birth**
- **Academic Year**.

To view student details:

1. In the blue horizontal navigation bar, hover over the **Enrolments** tab.
2. Click on **Student Enrolment** and then **Student Maintenance**. The **Student Search** fields will appear.
3. To view a **Student Record** (see screenshot below), you can either:

   - enter their name (**Given Name** and **Family Name**), or
   - enter their **Student Number** (WASN).

Section 3: Student registration and demographics

4. Click on the **Search** button or the **Search Results** tab (see screenshot below) or press **Enter** on your keyboard.

A number of tabs sit under the **Student Maintenance** section of SIRS:

- **Student Summary**
- **Student Contact**
- **Previous Names**
- **Program of Study** (only relevant to senior secondary students)
- **Record of Achievement** (only relevant to senior secondary students)
- **Check WACE Eligibility** (only relevant to senior secondary students).

Note: the **Learning Program** tab shown in the following screenshots is no longer available in SIRS.

3.4.1   Student summary

This section holds a large amount of the student's personal information, including date of birth, Indigenous status, and any visa or residency information (see screenshot below).

Students registered for Brightpath need to have a Class ID to ensure class lists are correct for assessment purposes

This box will populate if the SRGDG notes the student is either a Brightpath or ABLE*WA* student

3.4.2 Student contact details

This section contains information about the student's telephone number and home and postal addresses (see screenshot below).

3.4.3 Previous names

This section contains information about a student's previous names, if this information has been provided to the Authority.

3.4.4 Program of study (relevant to senior secondary students only)

This section shows all the course units, VET units of competency and endorsed programs that a student has been enrolled in via ENCOS, ENVET and ENEND upload.

3.4.5 Record of achievement (relevant to senior secondary students only)

This section will only show examination results once student results have been uploaded.

3.4.6 Check WACE eligibility (relevant to senior secondary students only)

This section will show which WACE eligibility criteria need to be met.

3.5 Recording student registrations

Data can be entered into school database systems, including, but not restricted to, Civica Maze, Administration of Schools (AoS), Reporting to Parents, SEQTA and Synergetic. To find out how to record data in these systems, contact the software supplier or refer to Database programs for relevant links.

If your school records data using Excel, the data must be formatted correctly. Failure to format data correctly will prevent the data from being uploaded into SIRS. Refer to the following instructions on how to set up a database to record student registration and demographic information.

3.6 Setting up an Excel database for student registration and demographics

Schools that use Excel as their database to enter student registration and demographic information are required to lay out data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Record Type	Provider Code	Calendar Year	WA Student Number	Student Title	Student Family Name	Student Given Name	Student Middle Name	Student Third Initial	Certificate Name	Date of birth	Gender	Status
2	SRGDG	1234	2018	32123456	Ms	Jones	Jane	Helen	S	Jane Helen Jones	7/04/2011	F	1
3	SRGDG	1234	2018	28654321	Mr	Chong	Yin	Chan	W	Yin Chan Chong	2/06/2009	M	1

The screenshot above shows a section of the required format for the student registration and demographic database in Excel. For example, the **Record Type** is required in Column A, the **Provider Code** is required in Column B etc. One row of information must be provided for each student.

The layout requirements for all columns in a student registration and demographic Excel database are specified in Table 1: Section 3. Refer to the notes below this table (under the heading **SRGDG column details**), which provide specific information requirements for each column. Screenshots of all required columns are included following the table.

Note: once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file or a **.SCSV** file before it can be uploaded into SIRS.

Note: the file will not upload if a mandatory field is left blank.

Section 3: Student registration and demographics

Table 1: Section 3 – Excel format for student registration and demographic files

Column number	Column reference	Field name	Comment
1	A	Record type	SRGDG Maximum field length = 5
2	B	Provider code – your four-digit school code (a provider is a school or organisation authorised to offer the WACE)	Mandatory Maximum field length = 10 Unique code for a course provider
3	C	Calendar year	Mandatory Maximum field length = 4 Must be current year in yyyy format
4	D	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid student number issued by the Authority
5	E	Student title	Optional Maximum field length = 20 e.g. Mr, Mrs, Miss, Ms
6	F	Student family name	Mandatory Maximum field length = 40 Legal family name of student
7	G	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 40 Legal given name of student
8	H	Student middle name	Optional Maximum field length = 40
9	I	Student third initial	Optional Maximum field length = 1
10	J	Certificate name	Optional Maximum field length = 81 As printed on the certificate Recommend using title case, not block capitals
11	K	Date of birth	Mandatory Maximum field length = 10 Must be valid past date In dd/mm/yyyy format
12	L	Gender	Mandatory Maximum field length = 1 M for male or F for female or X for other
13	M	Status	Mandatory Maximum field length = 1 1 – Currently at provider 2 – Deceased student 3 – Left secondary education 4 – Left from this provider 5 – Left Western Australia

Column number	Column reference	Field name	Comment
14	N	Home address line 1	Mandatory Maximum field length = 50
15	O	Home address line 2	Optional Maximum field length = 50
16	P	Home suburb	Mandatory Maximum field length = 50
17	Q	Home state	Mandatory for Australia, but optional if home country (field #19) is not Australia Maximum field length = 30
18	R	Home postcode	Mandatory for Australia, but optional if home country (field #19) is not Australia Maximum field length = 10
19	S	Home country	Optional Maximum field length = 30
20	T	Postal address line 1	Mandatory Can be same as home address (field #14) Maximum field length = 50
21	U	Postal address line 2	Optional Can be same as home address (field #15) Maximum field length = 50
22	V	Postal suburb	Mandatory Can be same as home address (field #16) Maximum field length = 50
23	W	Postal state	Mandatory for Australia, but optional if postal country (field #25) is not Australia Can be same as home address (field #17) Maximum field length = 30
24	X	Postal postcode	Mandatory for Australia, but optional if postal country (field #25) is not Australia Can be same as home address (field #18) Maximum field length = 10
25	Y	Postal country	Optional Maximum field length = 30
26	Z	Academic year	Mandatory Maximum field length = 2 Must be either K, PP, 01, 02, 03, 04, 05, 06
27	AA	Australian residency status	Mandatory Permanent resident, citizen or country of birth = Australia or New Zealand Maximum field length = 1 Y or N
28	AB	Student fee status	Mandatory Maximum field length = 1 Y – required to pay full fees N – not required to pay full fees

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Column number	Column reference	Field name	Comment
29	AC	Home phone number	Optional Maximum field length = 20
30	AD	Alternate/mobile number	Optional Maximum field length = 20
31	AE	Email address	Optional Maximum field length = 80
32	AF	Fax number	Optional Maximum field length = 20
33	AG	Student's previous family name	Optional Maximum field length = 40
34	AH	Student's previous given name	Optional Maximum field length = 40
35	AI	Exemption from school	Mandatory Is the student currently exempt from school under section 11 of the *School Education Act 1999*? Maximum field length = 1 Y or N
36	AJ	Country of birth identifier	Optional, but mandatory if visa subclass supplied (field #55) Maximum field length = 4 Refer to the Australian Standard Classification of Countries (https://www.voced.edu.au/content/ngv%3A20199)
37	AK	Language spoken at home identifier	Optional Maximum field length = 4 Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) (1201 = English)
38	AL	Proficiency in spoken English	Optional 1 = very well 2 = well 3 = not well 4 = not at all Maximum field length = 1
39	AM	Labour force identifier	Optional Maximum field length = 2 01 = full-time employee 02 = part-time employee 03 = self employed 04 = employer 05 = employed – unpaid work in a family business 06 = unemployed – seeking full-time job 07 = unemployed – seeking part-time job 08 = not employed – not seeking employment

Column number	Column reference	Field name	Comment
40	AN	Highest school level completed	Optional Maximum field length = 2 02 = did not attend school 08 = Year 8 or below 09 = Year 9 or equivalent 10 = completed Year 10 11 = completed Year 11 12 = completed Year 12
41	AO	Year highest school level completed	Optional Maximum field length = 4 In yyyy format
42	AP	Prior education achievement 1	Optional Maximum field length = 3 008 = Bachelor Degree or higher 410 = Advanced Diploma or Associate Degree level 420 = Diploma level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = misc. education
43	AQ	Prior education achievement 2	Optional Maximum field length = 3 008 = Bachelor Degree or higher 410 = Advanced Diploma or Associate Degree level 420 = Diploma level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = misc. education
44	AR	Prior education achievement 3	Optional Maximum field length = 3 008 = Bachelor Degree or higher 410 = Advanced Diploma or Associate Degree level 420 = Diploma level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = misc. education

Column number	Column reference	Field name	Comment
45	AS	Disability code 1	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
46	AT	Disability code 2	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
47	AU	Disability code 3	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
48	AV	Disability code 4	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified

Column number	Column reference	Field name	Comment
49	AW	Disability code 5	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
50	AX	Disability code 6	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
51	AY	Disability code 7	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
52	AZ	Australian Aboriginal or Torres Strait Islander	Mandatory Maximum field length = 1 1 = Aboriginal 2 = Torres Strait Islander 3 = Aboriginal and Torres Strait Islander 4 = Neither 9 = Not stated
53	BA	Date of status	Mandatory (related to field #13) Maximum field length = 10 In dd/mm/yyyy format
54	BB	Hours of community service	Optional Numeric (integer) or blank Maximum field length = 3

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Column number	Column reference	Field name	Comment
55	BC	Visa subclass	Optional Maximum field length = 10
56	BD	Arrival date	Optional Mandatory, if visa subclass supplied (field #55) Maximum field length = 8 Must be valid past date In dd/mm/yyyy format
57	BE	VET USI	Optional Maximum field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for unit of competency result to contribute towards the WACE requirements
58	BF	Parent 1 school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 1 = Year 9 or equivalent or below 2 = Year 10 or equivalent 3 = Year 11 or equivalent 4 = Year 12 or equivalent
59	BG	Parent 1 non-school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 5 = Certificate I to IV (including trades) 6 = Diploma/Advanced Diploma 7 = Bachelor Degree or higher 8 = No non-school education
60	BH	Parent 1 occupation	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 1 = Senior management 2 = Other business manager 3 = Tradesperson, clerk, sales and service staff 4 = Machine operator 8 = Not in paid work 9 = Not stated/unknown
61	BI	Parent 1 main language other than English spoken at home	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 4 Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) (1201 = English)

Column number	Column reference	Field name	Comment
62	BJ	Parent 2 school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 1 = Year 9 or equivalent or below 2 = Year 10 or equivalent 3 = Year 11 or equivalent 4 = Year 12 or equivalent
63	BK	Parent 2 non-school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 5 = Certificate I to IV (including trades) 6 = Diploma/Advanced Diploma 7 = Bachelor Degree or higher 8 = No non-school education
64	BL	Parent 2 occupation	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 1 = Senior management 2 = Other business manager 3 = Tradesperson, clerk, sales and service staff 4 = Machine operator 8 = Not in paid work 9 = Not stated/unknown
65	BM	Parent 2 main language other than English spoken at home	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 4 Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) (1201 = English, 0000 = Not stated/None)
66	BN	Class identification	Mandatory Years K–6 Optional Years 7–12 Maximum field length = 20 Free text up to 20 characters
67	BO	Brightpath project student	Mandatory Maximum field length = 1 Y or N
68	BP	ABLE*WA* project student	Mandatory Maximum field length = 1 Y or N

Section 3: Student registration and demographics

Excel database for student registration and demographics (SRGDG)

See below for a complete breakdown of the fields within the SRGDG database.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Record Type	Provider Code	Calendar Year	WA Student Number	Student Title	Student Family Name	Student Given Name	Student Middle Name	Student Third Initial	Certificate Name	Date of birth	Gender	Status
2	SRGDG	1234	2018	32123456	Ms	Jones	Jane	Helen	S	Jane Helen Jones	7/04/2011	F	1
3	SRGDG	1234	2018	28654321	Mr	Chong	Yin	Chan	W	Yin Chan Chong	2/06/2009	M	1

N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Home address Line 1	Home address line 2	Home Suburb	Home State	Home Postcode	Home Country	Postal address line 1	Postal address line 2	Postal Suburb	Postal State	Postal Postcode	Postal Country	Academic Year	Austrlian Residency Status	Student Fee Status
1 Unknown St		PERTH	WA	6000	Australia	PO Box 100		PERTH	WA	6000	Australia	12	Y	N
24 The Avenue		PERTH	WA	6000	Australia	24 The Avenue		PERTH	WA	6000	Australia	11	N	Y

AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
Home phone number	Alternate/mobile number	Email address	Fax number	Previous student family name	Previous student given name	Exemption from school	Country of birth identifer	Language spoken at home	Proficiency in spoken english	Labour force identifier	Highest school level completed	Year highest school level completed
9555 5555	0415555555	Jane@hotmail.com		Smith		N	2102	1201	1			
9555 3456	0425555555	Chong@bigpond.net.au				N	6101	7104	4			

AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
Prior education achievement 1	Prior education achievement 2	Prior education achievement 3	Disability code 1	Disability code 2	Disability code 3	Disability code 4	Disability code 5	Disability code 6	Disability code 7	Australian Aboriginal or Torres Strait Islander	Date of Status	Hours of Community Service	Visa Sub Class	Arrival Date in Australia
										4	24/03/2016			
										4	24/03/2016		572	10/09/2009

BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP
VET USI	Parent 1 School Education	Parent 1 Non-school Education	Parent 1 Occupation	Parent 1 Main Language Other than English	Parent 2 School Education	Parent 2 Non-school Education	Parent 2 Occupation	Parent 2 Main Language Other than English	Class Identification	Brightpath project student	ABLE WA project student
4SXPX54HG8	4	7	1	1201	4	6	8	1201		N	N
3UVEW2W472	0	7	2	7104	3	0	9	7104		N	N

Notes to table

Formatting cells for date of birth

Excel may convert a date of birth entered as dd/mm/yyyy format to mm/dd/yyyy. This will ultimately prevent validation of the file.

Before entering the date of birth:

1. Click the top of the required column to highlight the whole column.
2. Right-click the mouse.
3. Choose **Format cells**.
4. Click on the **Number** tab.
5. Under **Category** click on **Date**.
6. Under **Type**, select the third entry from the top (14/03/2012 – without an *).
7. Click on the **OK** button.
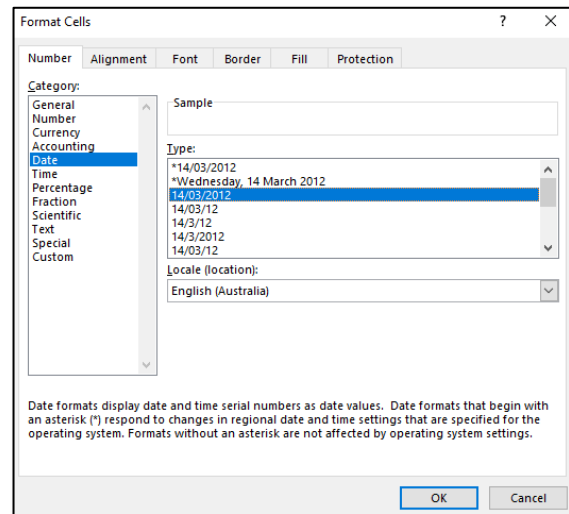
Leading zero in a number

To prevent Excel automatically removing a number that leads with a zero, such as a mobile number, you will need to format the cell.

To do this:

1. Click the top of the required column to highlight the whole column.
2. Right-click the mouse.
3. Choose **Format cells**.
4. Click on the **Number** tab.
5. Under **Category** click on **Text**.
6. Click on the **OK** button.
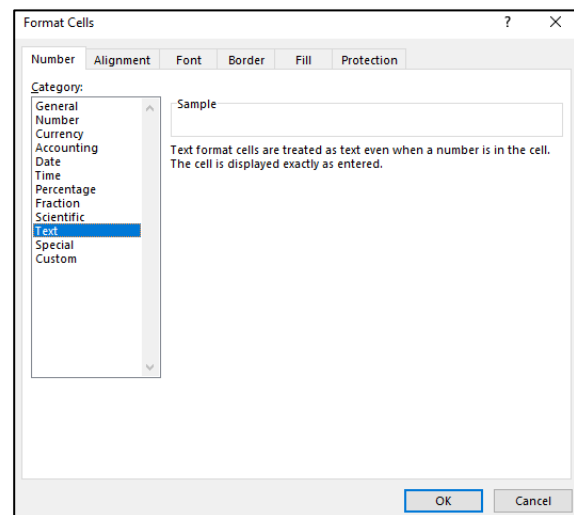
3.6.1   SRGDG column details

One row of information must be provided for each student.

Record type (Column A)
This is always SRGDG for this type of file.

Provider code (Column B)
The four-digit school code. Note: a provider is a school or organisation authorised to offer the WACE.

Calendar year (Column C)
The current calendar year.

Allocation of a Western Australian student number (WASN) (Column D)
All students in Kindergarten to Year 12 require a WASN. This includes students who are currently attending the school, and those who have been enrolled at any time during the selected school year but have now left. It will not be possible to upload your SRGDG file until all students have been allocated a WASN in SIRS.

Kindergarten students
Schools are able to request WASNs for Kindergarten students directly from SIRS. Following this process, an email will be sent to the school with an attachment containing a list of numbers that can be allocated to students. This facility will be closed after Term 1 to prevent duplication of WASNs.

Current roll students
WASNs for transferring students should be requested and entered at the point of enrolment.

Former students
Any former students who attended for more than one day within the school term should be included in the SRGDG file and must have a WASN.

Students who are new to the Western Australian education system
If the student is new to the school (i.e. arriving from another Australian state or country) and has not previously been allocated a WASN, the school will need to request a WASN by contacting the Authority at numbers@scsa.wa.edu.au.

Students who are transferring between Western Australian schools
If the student is new to the school (i.e. transferring from another Western Australian school), and has previously been allocated a WASN, it is the enrolling school's responsibility to follow up with the student's previous school and find out the missing WASN. This student must continue to use the WASN allocated by the previous school.

Likewise, if a student was enrolled at your school and then left to enrol in another school, then your school needs to ensure that the student is provided with their WASN.

Student title (Column E)
This is an optional field that will accept Miss, Mr, Mrs or Ms.

Student name format (Columns F, G, H, I)
The Authority recommends that student names are entered in title case rather than upper case to ensure that WACE certificates are appropriately formatted. The student name fields that must be provided to the Authority are **Student Legal Family Name** and **Student Legal Given Name**.

Certificate name (Column J)
This is the name the student wishes to appear on their WACE and Western Australian Statement of Student Achievement (WASSA). If no **Certificate Name** is uploaded, the WACE and WASSA will print the **Given Name** and **Family Name** as uploaded.

Date of birth (Column K)
The convention for date of birth is dd/mm/yyyy.

Gender (Column L)
Student gender – M, F or X will be accepted.

Status (Column M)
The student status column advises the Authority if the student is: 1 = currently at the school, 2 = deceased, 3 = left secondary education (relevant to Year 11 and Year 12 students), 4 = left provider (i.e. expected to transfer into another school) and 5 = left Western Australia.

Address information (Columns N–Y)
The Authority will only accept suburbs and postcodes recognised by Australia Post. The SRGDG file contains student home and postal addresses. Check that all suburbs and postcodes are correct. For students with an overseas address, SIRS will not ask for a postcode if the country is other than Australia.

Academic year (Column Z)
This must be entered as a two-digit integer, e.g. Year 8 = 08.

Australian residency status (Column AA)
Ensure that any student who is not recorded as a permanent resident has a visa subclass number recorded. The Authority uses the Australian residency status of students to determine eligibility to receive some awards.

For the Authority's purposes, a student is considered an Australian resident if they are a permanent resident and/or were born in Australia or New Zealand. There may be some instances where a student born in Australia whose parents are on a visa, also has a visa subclass and is **not** a permanent resident.

In some cases, the residency status of a student could change if permanent residency has been granted. It is important that this is reviewed periodically.

Student fee status (Column AB)
This field refers to temporary residents of Australia, without local enrolment entitlement, who are considered overseas fee-paying students. This applies to students attending school in Australia under one of the temporary visa subclasses that are not specified in the Department's *Enrolment of Students from Overseas Schedule*. These include:

- visa subclasses 400, 500 (dependent on the sector and type of study), 570, 571, 572, 573, 574, 580, 590, 600, 601, 651; or
- bridging visa subclasses that have been granted to one of the above visas while an application for another visa is being processed.

This field is **not** to be used for Australian fee-paying students at private schools.

Contact numbers and email address (Columns AC–AF)

The phone number fields have a limit of 20 digits.

The email address field will only accept a valid email address, e.g. john.citizen@hotmail.com.

Student previous family name (Column AG)

If the student has been known by a different family name, record it here.

Student previous given name (Column AH)

If the student has been known by a different given name, record it here.

Exemption from school (Column AI)

This field should remain as N unless the student has been granted an exemption from school under Section 11 of the *School Education Act 1999*.

Country of birth (Column AJ)

This is a mandatory field if a visa subclass has been entered. Refer to the Australian Standard Classification of Countries (https://www.voced.edu.au/content/ngv%3A20199) for further details.

Main language other than English spoken at home (Column AK)

This is an optional field. Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) (1201 = English).

Proficiency at spoken English (Column AL)

1 = very well, 2 = well, 3 = not well, 4 = not at all.

Labour force identifier (Column AM)

This is an optional field and refers to National Centre for Vocational Education research (NCVER) information only. 01 = full-time employee, 02 = part-time employee, 03 = self-employed, 04 = employer, 05 = employed – unpaid work in a family business, 06 = unemployed – seeking full-time job, 07 = unemployed – seeking part-time job, 08 = not employed – not seeking employment.

Highest school level completed (Column AN)

This is an optional field mostly relevant to NCVER information. 02 = did not attend school, 08 = Year 8 or below, 09 = Year 9 or equivalent, 10 = completed Year 10, 11 = completed Year 11, 12 = completed Year 12.

Year highest school level (Column AO)

If column AN has been completed, the calendar year the student completed that academic year can be added.

Prior education achievements (Columns AP–AR)

Prior educational achievements can be recorded in these columns, if necessary. 008 = Bachelor Degree or higher, 410 = Advanced Diploma or Associate Degree level, 420 = Diploma level, 511 = Certificate IV, 514 = Certificate III, 521 = Certificate II, 524 = Certificate I, 990 = misc. education. One achievement per column and each type of achievement can only be entered once. The system will not accept three entries of Certificate I.

Disability (Columns AS–AY)

Student disabilities can be recorded in these columns, if required. 11 = hearing/deaf, 12 = physical, 13 = intellectual, 14 = learning, 15 = mental illness, 16 = acquired brain impairment, 17 = vision, 18 = medical condition, 19 = other, 99 = unspecified. One disability can be entered per column.

Indigenous status (Column AZ)

The Authority requires the Indigenous status for all students in Kindergarten to Year 12 to be stated in the SRGDG file.

This information will be recorded in the student details fields. 1 = Aboriginal, 2 = Torres Strait Islander, 3 = Both Aboriginal and Torres Strait Islander, 4 = Not Aboriginal and Torres Strait Islander or 9 = Not Stated must be selected.

Date of status (Column BA)

This refers to the date a student's status changes, i.e. they have just enrolled or transferred from another school, left your school or left the state, or are deceased.

Hours of community service (Column BB) (Secondary only)

Where a school provides the Authority with the actual number of hours completed by students over Years 10, 11 and 12, the statement **<Student Name> has completed X hours of community service** will be reported on a student's WASSA.

Visa subclass (Column BC)

All students not flagged as a permanent resident should have a visa subclass number recorded.

Arrival date (Column BD)

For students with a visa subclass number, the arrival date of entry into Australia is to be recorded.

VET USI (Column BE) (Secondary only)

Schools can enter a student's VET Unique Student Identifier (USI) in this field and upload it as part of the SRGDG file. Any changes to the VET USI will require schools to upload a new SRGDG file. This number can then be viewed on the **Student Summary** screen in SIRS.

Parent 1 school education (Column BF)

This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12. 0 = Not stated/unknown, 1 = Year 9 or equivalent or below, 2 = Year 10 or equivalent, 3 = Year 11 or equivalent, 4 = Year 12 or equivalent.

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Parent 1 non-school education (Column BG)

This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

0 = Not stated/unknown, 5 = Certificate I to IV (including trades), 6 = Diploma/Advanced Diploma,

7 = Bachelor Degree or higher, 8 = No non-school education.

Parent 1 occupation (Column BH)

This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

1 = Senior management, 2 = Other business manager, 3 = Tradesperson, clerk, sales and service staff,

4 = Machine operator, 8 = Not in paid work, 9 = Not stated/unknown.

Parent 1 main language other than English spoken at home (Column BI)

This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) for further details (1201 = English).

Parent 2 school education (Column BJ)

This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

0 = Not stated/unknown, 1 = Year 9 or equivalent or below, 2 = Year 10 or equivalent, 3 = Year 11 or equivalent, 4 = Year 12 or equivalent.

Parent 2 non-school education (Column BK)

This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

0 = Not stated/unknown, 5 = Certificate I to IV (including trades), 6 = Diploma/Advanced Diploma,

7 = Bachelor Degree or higher, 8 = No non-school education.

Parent 2 occupation (Column BL)

This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

1 = Senior management; 2 = Other business manager; 3 = Tradesperson, clerk, sales and service staff; 4 = Machine operator; 8 = Not in paid work; 9 = Not stated/unknown.

Parent 2 main language other than English spoken at home (Column BM)

This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) for further details (1201 = English).

Class identification (Column BN)

This is a mandatory field for students in Years K–6. It is optional for students in Year 10–12. It is used to identify which class group the student is in.

Brightpath project student (Column BO)

This field should be Y if the student is in the Brightpath program.

ABLEWA project student (Column BP)

This field should be Y if the student is in the ABLE*WA* program.

3.7 Saving data for upload into SIRS

Once all required information has been entered into a database, the data must be saved (or exported) as a **.CSV** file or a **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

3.7.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.csv

        where **XXXXX** = record type, e.g. SRGDG

             SSSS = the provider/school code, e.g. 1234

                TT = S1, S2, Y1 for semester or year-long data

              YYY = KIN, PP, Y01, Y02, Y03, Y04, Y05, Y06 according to year group

                  or ALL for all years combined

Example

The file name of registration and demographic information of students from provider/school 1234 for Years K–6 would be **SRGDG1234Y1ALL.CSV**.

3.8 Uploading data into SIRS

Once data has been saved as a **.CSV** file or a **.SCSV** file, it can be uploaded into SIRS.

1. In the blue horizontal navigation bar, hover over the **Uploads** tab (see screenshot to the right).
2. Click on **Upload Students**. The **Upload Students** fields appear.
3. In **Report Type**, select **SRGDG**.
4. To locate the required file on your computer, click on the **Browse** button.
5. On a Windows operating system, the **Choose File to Upload** screen appears. Navigate to the folder where the required file is stored.
6. Click on the required file.
7. Click on **Open**. The drive, folders path and file name will appear in the **File** field (see example in the screenshot below).
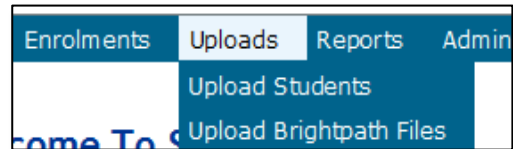
C:\Users\galbl\Documents\SRGDG1234S1Y12.csv

Note: for most **RTP/SIS government schools**

- the export path will be **K:\keys\integris\outbox**
- depending on the academic year of students enrolled in courses, the files available for uploading student registration and demographic information will be **SRGDGsssY1YUP.csv** where ssss is the school code.

Note: the email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.

8. Click **Upload File for Processing**, or you can click on the **Close** button to exit without continuing with the upload.

Note: you can check the progress of your upload in either your email inbox or in **Private Messages**, available from the home page of SIRS.

3.8.1   Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages.

Successfully verified
The system will place the file in the queue for processing and you will receive another email regarding processing.

Successfully processed
The system has processed the file and there were no problems found.

Processed with warnings
This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored, but some warnings must be dealt with if students' registrations and/or enrolments are affected.

> Example of a processed file with warnings message:
>
> The Student Registration and Demographic (SRGDG): SRGDG1234Y1Y11.csv has been successfully processed but has recorded the following warnings:
>
> Warning occurred on record: 12 (Student: 22082466: Black, Emma-May Date Of Birth 24/11/1998). The following errors were found in the record:
>
> - This record has been ignored as you are not defined in SIRS as the Main Provider of the Student. Only the Main Provider can update Student Registration details. If you are the Main Provider of the Student, you will need to contact School Curriculum and Standards Authority to get this changed. If you are no longer the Main Provider of the Student, please adjust your records accordingly.
>
> Warning occurred on record: 3 (Student: 22298524: Smith, Chuck Date Of Birth 31/03/00). The following errors were found in the record:
>
> - This record has been ignored as the academic year of student with student number 22298524 does not match with the current record. Please contact Data Services at dataservices@scsa.wa.edu.au for further assistance.

Failed verification
The system is unable to verify the file and send for processing, as there are errors that need to be fixed. Check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving errors, refer to Troubleshooting in this section.

Example of a failed file verification message:

The Student Registration and Demographic (SRGDG): SRGDG1234S2Y11.csv has failed verification due to the following errors:

Error occurred on record 13 (Student: 22082466: Black, Emma-May Date Of Birth 07/08/1998). The following errors were found in this record:

- Home Suburb OSBORNE PARK was not a valid Australia suburb with postcode 6030 in WA. Check that the suburb is valid under 'Administration > Suburb Postcode Search'.

Failed processing

The system was able to verify the file, but there were errors that prevented the information from being processed by SIRS. Check all error messages produced by SIRS and try to resolve them before contacting the Data Services team at dataservices@scsa.wa.edu.au.

Example of a failed file processing message

The Student Registration and Demographic (SRGDG): SRGDG1234Y1YUP.CSV has failed processing due to the following errors:

Error occurred on record 348 (Student: 29135377: Surname: Smith, Given Name: Chuck, Date of Birth 26/10/2005).

- Differing student details (Surname: Smith, Given Name: Chuck, Date of Birth: 25/10/2005) already exists in the system with the specified student number: 29135377. Contact Data Services at dataservices@scsa.wa.edu.au to get this changed.

If the information in the email is insufficient to resolve errors, refer to Troubleshooting in this section. If the issue has not been resolved, contact the Data Services team at dataservices@scsa.wa.edu.au.

3.8.2   Upload confirmation

You can expect a message reporting the progress of your file within 15 minutes of the upload in either your email inbox or in **Private Messages**, available from the home page of SIRS. Processing time depends on the number of files already queued in the system as well as the size of the files to be processed.

Note: if you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Your **Upload Status** (available on the home page of SIRS) will also change once a file has been successfully uploaded (see screenshot below).

See the table below for a key to the **Student (SRGDG) Upload Status** symbols.

Table 2: Section 3 – Upload symbols key

Icon	Meaning
✓	Successful upload
✗	Data not uploaded successfully
⚠	Time to update data in SIRS – re-upload
🚩	Processed with warnings
❓	Your school may not have data for this section
🔒	Locked to schools – no further uploads to the SIRS database

3.9 Troubleshooting

Some of the common error messages that arise when uploading the SRGDG file are listed below. Against each error message are suggestions to assist in resolving these issues.

Table 3: Section 3 – Common error messages for the SRGDG file upload and possible solutions

Example error messages	How to resolve the problem
35035625 is not a valid student number	If the WASN has been mistyped in the school's database, correct the data, generate a new file and try the upload again. If the Authority has provided the number, contact the Authority to resolve this error.
Academic Year 13 must be a number between K and 12	The academic year must be a value between K and 12. Check the data in your school system's database, generate a new file and upload the file again.

Example error messages	How to resolve the problem
Another student already exists in the system with the specified student number: 19105959	Either another student is already registered under the specified number, or the same student is registered under the specified number but with a different date of birth. Call the SIRS helpdesk to resolve this problem.
Australian Aboriginal or Torres Strait Islander was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again. The valid codes are: 1 = Aboriginal, 2 = Torres Strait Islander, 3 = Aboriginal and Torres Strait Islander, 4 = Neither, 9 = Not Stated.
Calendar year 2021 must be the current year	You can only upload students for the current year. If you need to update student details for past years, contact the Authority.
Home address line 1 was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Home suburb BELMONT was not a valid Australian suburb with postcode 6101 in WA	The suburb specified does not exist according to the Australia Post database. Suburb names and postcodes must be correct. These details can be checked under the Administration>Suburb Postcode Search>Maintenance menu in SIRS.
Home suburb was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Invalid COS Provider code 4000 for year 2024	The provider code you have supplied is not a valid code for the year. Correct the details within the school's database, generate a new file and upload the file again. If you believe your provider code is valid, you will need to contact the Authority.
Invalid country code 510546	The code must be a valid country code (not a name). Refer to the Australian Standard Classification of Countries.
Invalid DOB: 1/18/1996	The date of birth must be a valid date. Correct the data in the school system database, generate a new file and upload the file again.
Invalid language spoken at home 4202002	Refer to the Australian Standard Classification of Languages (1201 = English).
Postal address line 1 was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Postal suburb was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Record type must be: SRGDG. Note: usually followed by a number of other error messages for each record in the file	You are uploading a file that is not a SRGDG file; however, at upload time you selected this as your upload type. It is possible that you have either selected the wrong file to upload or selected the wrong upload type. Re-examine what you are uploading and select the appropriate upload type for the file. Note: this error also occurs if your file is saved as an **.XLS** file instead of a **.CSV** file or a **.SCSV** file.

Example error messages	How to resolve the problem
Student identified by number: 24373211 has a name other than specified: xxx, yyy	The student's name is different from the one in SIRS. Check the student's details within your school system, generate a new SRGDG file and upload it again to update the name of the student. If the student has changed their name or there is an incorrect spelling, contact the Authority at dataservices@scsa.wa.edu.au to make these changes.
Student number not specified	The WASN is missing. Check the data in your school system's database, generate a new file and upload the file again. If the student does not have a number, contact the Authority to request one.
The number of columns for this file must not be less than 61. Make sure the uploaded file is a valid file in either SCSV, CSV or fixed length format and matches with the selected type of Student Registration (SRGDG)	You are uploading a file that is not in the **.CSV** or **.SCSV** fixed length formats. If you have opened the file previously in Excel, then it is likely the file is saved in Excel format. Reopen the file in Excel, select File, Save As and select the Save As type of **.CSV** or a **.SCSV** file, save the file and upload it again. This error can also occur when the final column is expected to have information in it, but nothing has been entered. This error can be overcome by entering a space into the column for each student.
The specified student's previous name is being ignored as it is exactly the same as the student name specified in this record	You are submitting a SRGDG file that contains a student with a previous name the same as their current name. In this instance, SIRS will not process the previous name of the student; however, all other records in the file have been processed, including any other changes to this student record. This is a warning message only and, in most cases, can be ignored.
This record has been ignored as you are not defined in SIRS as the Main Provider of the Student. Only the main provider can update Student Registration details. If you are the Main Provider of the Student, contact the Authority to get this changed	You are trying to upload student registration or demographic data when you are not defined in SIRS as the Main Provider. Your file has been processed, but this record was ignored, as only the Main Provider can update student details. If you are the Main Provider of the student, as the student has recently transferred to your school, contact the SIRS helpdesk to resolve this issue. Not being the Main Provider of a student will not prevent you from enrolling the student into offerings or providing an achievement.
We are unable to process this record as the last date for demographic changes (13/11/2020) to Year 12 for 2020 has passed. Contact the Authority if you still need to make changes to your students' data	You are trying to upload student registration or demographic data after the last date for changes to Year 12 student data has passed. You will be unable to upload this file and must contact the Authority if you need to make changes to your student records. The database is generally only locked for Year 12 uploads in late November/early December each year.
Invalid arrival date: 4072008	You are uploading data with students who have visa subclass information, and the arrival date is in an incorrect format. Format as either dd/mm/yyyy or as text, and ensure there is a 0 in front of any single digit date.
Arrival date not specified	You are trying to upload data where there is visa subclass information in Column BH, but there is no arrival date. The system will always look for an arrival date where there is visa subclass information.

3.10   Further help

For issues relating to the information contained in the *Student Registration Procedures Manual 2024*, contact the Data Services team at dataservices@scsa.wa.edu.au.

Student Registration Procedures Manual 2024

Section 4:

Teacher registration file (Brightpath schools only)

- **Registration of teacher information**
- **Setting up an Excel database for teacher registration**
- **Saving data for SIRS**
- **Uploading data into SIRS**

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

4.1 Registration of teacher information

Schools using the Brightpath program are required to upload a teacher registration file (THREG) into SIRS. This information is necessary for Brightpath to create class lists for assessment purposes.

If this file cannot be generated by the database program in use by your school, an Excel spreadsheet will need to be created. More information about setting up an Excel database for teacher registration is available in this next section.

Note: the data in Column BN (class identification) in the SRGDG file should be consistent with the information in Column K (class identification) in the THREG file to ensure that student classes can be matched to the relevant teacher. This would be the student's form, home class or room number, as appropriate to each school. **This should be a maximum of 20 characters in length**. If a teacher has a split class (e.g. Years 2/3), enter a row of information for each academic year using the same class identification (e.g. room 14).

4.2 Setting up an Excel database for teacher registration

Schools that use Excel as their database to enter teacher registration information are required to lay out data in a specific format to ensure it can be uploaded into SIRS.

The screenshot below shows the required format for all columns in the teacher registration (THREG) file. For example, the **Record Type** is required in Column A, the **Academic Year (of class)** is required in Column B etc. One row of information must be provided for each class.

The layout requirements for all columns in the THREG Excel database are specified in Table 4 below. Refer to the notes following Table 4 (under the heading **THREG column details**), which provide specific information requirements for each column.

Note: once the table has been formatted and data entered, the Excel document must be saved as a **.CSV** file or a **.SCSV** file before it can be uploaded into SIRS.

Table 4: Section 4 – Excel format for teacher registration files

Column number	Column reference	Field name	Comment
1	A	Record type	THREG Maximum field length = 5
2	B	Academic year	Mandatory Maximum field length = 2 Must be K, PP or 01–06

Column number	Column reference	Field name	Comment
3	C	Calendar year	Mandatory Maximum field length = 4 Must be current year in YYYY format
4	D	Provider code	Mandatory Maximum field length = 10 Unique school code
5	E	Teacher title	Mandatory Maximum field length = 10
6	F	Teacher family name	Mandatory Maximum field length = 30 Recommend using title case, not block capitals
7	G	Teacher given name	Mandatory Maximum field length = 30 Recommend using title case, not block capitals
8	H	Teacher registration number	Mandatory Issued by TRBWA Maximum field length = 15 Must be a whole number
9	I	Work email address	Mandatory Used for the User ID Maximum field length = 100
10	J	Administration rights for Brightpath	Mandatory Maximum field length = 1 Y or N
11	K	Class identification	Mandatory This is the name to identify the teacher's major class group as specified by the provider (e.g. class ABC). For a principal, deputy or other support staff, use ADMIN. Maximum field length = 20

4.2.1   THREG column details

One row of information must be provided for each teacher and each year group they are teaching.

Record type (Column A)
This is always going to be THREG for this type of file. THREG = teacher registration.

Academic year (Column B)
If the teacher is responsible for more than one academic year group, each one must be entered in a different row of the spreadsheet.

K = Kindergarten, PP = Pre-primary, 1 = Year 1, 2 = Year 2, 3 = Year 3, 4 = Year 4, 5 = Year 5, 6 = Year 6 and any administrative positions that encompass all year groups, e.g. principal, deputy principal, support, languages other than English (LOTE) etc.

Calendar year (Column C)

The current calendar year.

Provider code (Column D)

The four-digit school code. Note: a provider is a school or organisation authorised to offer the WACE.

Teacher title (Column E)

The title the teacher is known by, e.g. Mr, Mrs, Miss, Ms, Dr etc.

Teacher family name (surname) (Column F)

This is the teacher's family name as registered with the TRBWA.

Teacher given name (first name) (Column G)

This is the teacher's given name as registered with the TRBWA. Note: if their full name is registered with the TRBWA, it must be used here, e.g. Jennifer, not Jenny; David, not Dave.

Teacher registration number (Column H)

The number issued by the TRBWA.

Work email address (Column I)

This is required as a login for Brightpath.

Administration rights for Brightpath (Column J)

Y or N – it is mandatory to inform Brightpath of who has administration rights.

Class identification (Column K)

This is required to match with the class identifier of the student to ensure class lists are correct. It could be a class number, name or other identifier. This is a 20-digit field.

4.3 Saving data for SIRS

Once all required information has been entered into a database, the data must be saved as a **.CSV** file or a **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

4.3.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.csv

where **XXXXX** = record type, e.g. THREG

SSSS = the provider/school code, e.g. 1234

TT = S1, S2, Y1 for semester or year-long data

YYY = ALL for all teachers

Example

The file name of teacher registration for provider/school 5034 for all teachers would be **THREG5034Y1ALL.CSV**.

4.4 Uploading data into SIRS

Once data has been saved as a **.CSV** file or a **.SCSV** file, it can be uploaded into SIRS.

1. In the blue horizontal navigation bar, hover over the **Uploads** tab (see screenshot to the right).

2. Click on **Upload Brightpath Files**. The **Load Brightpath Files** fields appear.

3. In **Upload Type**, select **Teacher Registration (THREG)** (see screenshot below.)
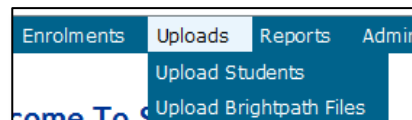
4. To locate the required file on your computer, click on the **Browse** button.
5. On a Windows operating system, the **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored.
6. Click on the required file.
7. Click on **Open**. The drive, folders path and file name will appear in the **File** field (see example in the screenshot below).

Note: for most **RTP/SIS government schools**
- the export path will be **K:\keys\integris\outbox**

Note: the email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.

8. Click **Upload File for Processing**, or you can click on the **Close** button to exit without continuing with the upload.

Note: you can check the progress of your upload in either your email inbox or in **Private Messages**, available from the SIRS home page.

4.4.1 Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages.

Successfully verified

The system will place the file in the queue for processing and you will receive another email regarding processing.

Successfully processed

The system has processed the file and there were no problems found.

Processed with warnings

This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored, but some warnings must be dealt with if students' registrations and/or enrolments are affected.

Failed verification

The system is unable to verify the file and send for processing, as there are errors that need to be fixed. Check all error messages produced by SIRS and try to resolve them.

Failed processing

The system was able to verify the file, but there were errors that prevented the information from being processed by SIRS. Check all error messages produced by SIRS and try to resolve them before contacting the Data Services team at dataservices@scsa.wa.edu.au.

4.4.2 Upload confirmation

You can expect a message reporting the progress of your file within 15 minutes of the upload in either your email inbox or in **Private Messages**, available from the SIRS home page. Processing time depends on the number of files already queued in the system as well as the size of the files to be processed.

Note: if you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Your **Upload Status** (available on the home page of SIRS) will also change once a file has been successfully uploaded (see screenshot below).

4.5   Further help

For issues relating to the information contained in the *Student Registration Procedures Manual 2024*, contact the Data Services team at dataservices@scsa.wa.edu.au.

Student Registration Procedures Manual 2024

Section 5:

Reports

- **Reports available to schools**

5.1 Reports available to schools

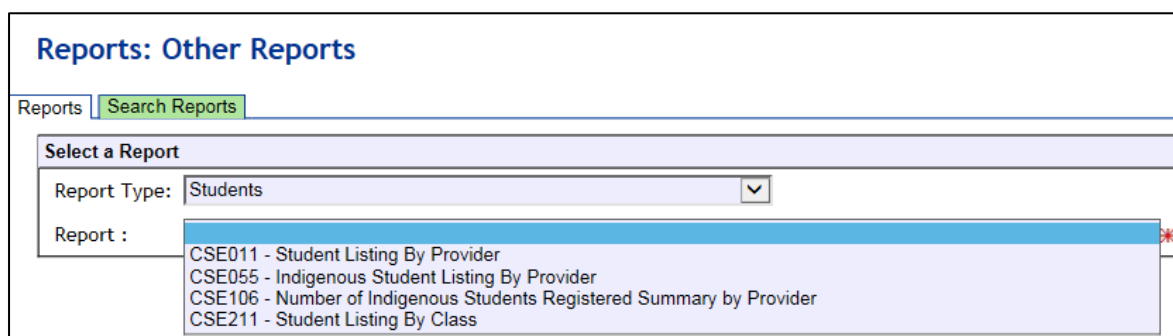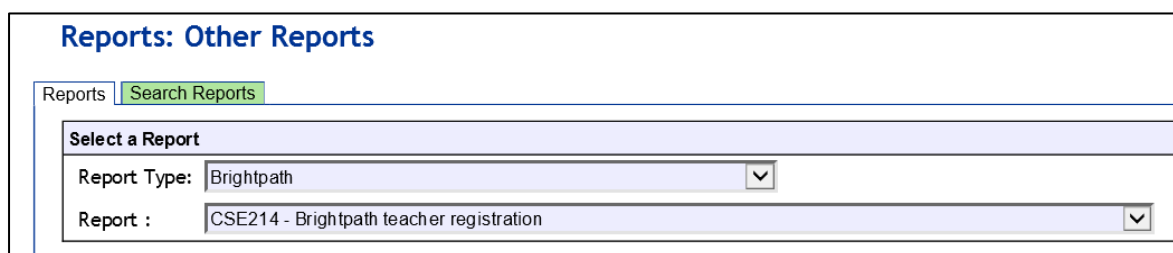Schools can generate two reports from SIRS using the data they have uploaded:

- Brightpath
- Students.

5.1.1 Generating reports

1. In the blue horizontal navigation bar, hover over the **Reports** tab (see screenshot below).
2. Click on **Other Reports**.

3. Select the **Report Type** from the drop-down list. The only report types available are **Students** and **Brightpath** (see screenshots below).

The criterion fields displayed depend on the report type you have selected:

- Leaving a field blank indicates you want all items to be included in the report.
- Selecting a criterion indicates only those items that match will be included.

4. Report fields: click on the **List** symbol ▾ and select the required item.
5. Browse fields: click on the **Browse** symbol … to search for and select the required item.
6. Check box fields: click on the check box ☑ to activate a required field (indicated when the tick appears).
7. Click on the **Radio** button ⦿ PDF ○ CSV of the format you require the report to be created in (**.PDF** or **.CSV**).

8. Note: not all reports have the **.CSV** option available.

   If a field has a red asterisk next to it, [▼ ✳] you are required to enter information.

9. Click on the **Generate Report** button. On a Windows operating system, you will see a prompt to open or save your report.
10. Click on **Open**.
11. **Save** the document.

Note: if you are generating large reports or need to continue working in SIRS, it is recommended that you tick the **Run Report As Batch** check box (see screenshot below). This will generate a report that will be sent to your inbox once complete.

5.1.2　　List of reports available to schools

5.1.2.1　　Brightpath

CSE214 – Brightpath teacher registration
This report is a copy of the teacher registration file uploaded to SIRS.

5.1.2.2　　Students

CSE011 – Student listing by provider
This report lists students by provider in alphabetical order along with their Indigenous status, date of birth, postal address and contact telephone numbers.

CSE055 – Indigenous student listing by provider
This report lists the students at your provider who have been identified as Indigenous, or their Indigenous status has not been stated.

CSE106 – Number of Indigenous students registered summary by provider
This report lists the number of students in each academic year by Indigenous status; Aboriginal, Torres Strait Islander, Aboriginal and Torres Strait Islander, Neither or Not Stated.

CSE211 – Student listing by class
This report lists students by class.

Student Registration Procedures Manual 2024

Section 6:

Database programs

- **Overview**
- **Civica Maze**
- **Administration of Schools**
- **Reporting to Parents**
- **SEQTA**
- **Synergetic**
- **Zunia**
- **SchoolPro**

6.1   Overview

A number of software programs are used by schools to record student and school information. These include (but are not restricted to) Civica Maze, Administration of Schools (AoS), Reporting to Parents (for most public schools), SEQTA, Synergetic, Zunia and SchoolPro. Links to instructions for each of these programs can be found below.

Schools without specialised software can use Excel to record their data. Strict formats must be used to ensure the data can be uploaded into SIRS. Refer to instructions within the following sections of this manual:

- Student registration and demographics
- Teacher registration file.

6.2   Civica Maze

A username and password are required to access instructions on how to set up a Civica Maze database available on the Civica website (https://civicaeducation.com.au/).

6.3   Administration of Schools

A username and password are required to access instructions on how to set up an AoS database. Further resources can also be found on the CEWA website (https://leadinglights.cewa.edu.au/resources/).

6.4   Reporting to Parents

The vast majority of public schools in Western Australia use the RTP database to record information. Visit the Department's intranet, Ikon (https://ikon.education.wa.edu.au/-/report-to-the-school-curriculum-and-standards-authority) to access instructions on how to record and upload student demographic information.

6.5   SEQTA

Assistance with SEQTA can be found on the education horizons website (https://educationhorizons.com/tech-support/).

6.6   Synergetic

Assistance with Synergetic can be found on the education horizons website (https://educationhorizons.com/tech-support/).

6.7   Zunia

Assistance with Zunia can be found on the education horizons website (https://educationhorizons.com/tech-support/).

6.8   SchoolPro

Assistance with SchoolPro can be found on the [education horizons website (https://educationhorizons.com/tech-support/)](https://educationhorizons.com/tech-support/).

Student Registration Procedures Manual 2024

Section 7:
Key terms

A list of key terms used in this manual is provided for quick reference.

Key terms	Meaning
ABLE*WA*	Abilities Based Learning Education Western Australia
AoS	Administration of Schools (this is a software program used by some schools)
Authority	School Curriculum and Standards Authority
Civica Maze	This is a software program used by some schools
.CSV	Comma-separated values file format (also, comma delimited)
dd/mm/yyyy	Date/Month/Year (e.g. 05/12/2024)
NAPLAN	National Assessment Program – Literacy and Numeracy
NCVER	National Centre for Vocational Education Research
OLNA	Online Literacy and Numeracy Assessment
.PDF	This is a file format
RTO	Registered training organisation
RTP	Reporting to Parents (this is a software program utilised by some schools)
SCS	School Curriculum and Standards Division
SCSA	School Curriculum and Standards Authority
.SCSV	Semi-colon separated values file format
SEQTA	This is a software program utilised by some schools
SIRS	Student Information Records System
SRGDG	Student registration and demographics (file)
Synergetic	This is a software program utilised by some schools
THREG	Teacher registration (file)
TRBWA	Teacher Registration Board of Western Australia
USI	Unique Student Identifier
VET	Vocational education and training

Key terms	Meaning
WACE	Western Australian Certificate of Education
WASN	Western Australian student number
WASSA	Western Australian Statement of Student Achievement