



**School Curriculum
and Standards
Authority**

Student Registration Procedures Manual 2019

Section 1: **Overview**

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Disclaimer: Screenshots are for illustration purposes only. Any representations that show a date prior to 2019 should be treated as examples only. Representations that display new information have been updated.

1.1 About the Student Information Records System (SIRS)

Under legislation, schools are required to 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 achievements (secondary only).

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

The Authority uses this information in various ways, including:

- 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 collects data on behalf of the School Curriculum and Standards 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 to 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, Integris (SIS), 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 links to user manuals.

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. Failure to do so will prevent the data from being uploaded into SIRS. Refer to instructions in the relevant section of this manual on how to set up a spreadsheet in Excel.

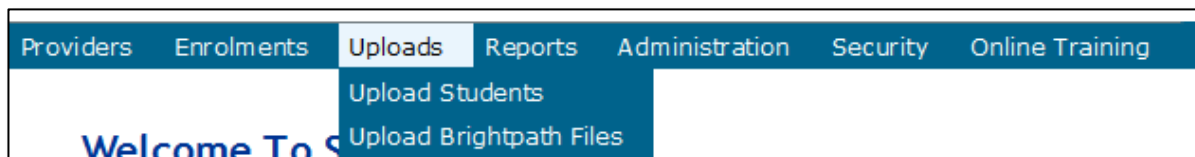
2. Saving data

Whatever database software a school uses, information is required to be saved as a **.CSV** (comma delimited) 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 (<https://sirs.scsa.wa.edu.au>). All files are uploaded using the **Uploads** tab in SIRS (see screenshot below).

Schools using the Brightpath program, or ABLEWA program, or implementing NAPLAN online, will be required to upload students 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 to SIRS. To upload a teacher registration file to SIRS, select **Upload Brightpath Files** (see screenshot above) from the **Uploads** tab in the blue horizontal navigation bar and the **Upload Brightpath Files** screen will appear (see screenshot below). Select **Teacher Registration (THREG)** as the **Upload Type** (see screenshot below) and upload the teacher registration file from your computer.

 A screenshot of the 'Upload: Upload Brightpath Files' form. The form has a title 'Upload: Upload Brightpath Files' in blue. Below the title is a tab labeled 'Load Brightpath files'. The main form area has a light blue header 'Load Brightpath Files'. It contains three fields: 'Upload Type:' with a dropdown menu showing 'Teacher Registration (THREG)', 'File:' with an empty text input field and a 'Browse...' button, and 'Notify Email Address:' with a text input field containing 'Lynn.Galbraith@scsa.wa.edu.au'.

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

1.3 Deadlines

Schools will be advised of deadlines to upload their data to SIRS 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. Refer either to the SIRS home page or to the [Activities Schedule](#) on the Authority website for deadlines.

The deadlines **must** be adhered to, otherwise your students may be at risk of not having correct enrolment and achievement data recorded in the Authority's SIRS.

1.4 Reports

Once data is uploaded into SIRS, schools can generate a variety of reports. For the full list of reports, refer to [Reports](#).

1.5 Support

For issues relating to the information contained in this document, email the Data Services team at dataservices@scsa.wa.edu.au.

1.6 Further information

The Authority website has a number of publications relevant to different areas of this manual. It is recommended that schools sign-up for the *Kto10 Circular* on the Authority website via www.scsa.wa.edu.au. Online training modules are also available in SIRS.