



**School Curriculum  
and Standards  
Authority**

# Student Registration Procedures Manual 2023

## **Section 1:** **Overview**

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Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2023 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 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 subsequently 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 (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 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 in Excel. Failure to format data correctly 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.

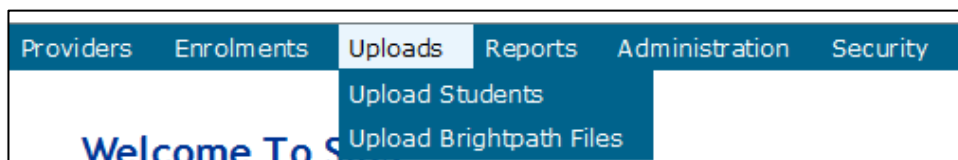
### 2. Saving data

Whatever database software a school uses, information is required to be saved as **.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, ABLEWA program, or implementing NAPLAN online, 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 the 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 either on the home page of SIRS or on the Authority website on the [Activities Schedule page \(https://www.scsa.wa.edu.au/publications/activities-schedule\)](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 2023*, contact the Data Services team at [dataservices@scsa.wa.edu.au](mailto:dataservices@scsa.wa.edu.au).

## 1.6 More information

The Authority website has a number of publications relevant to different areas of this manual.

## Section 1: Overview

It is recommended that schools register for the *Kto10 Circular* on the [home page of the Authority website \(www.scsa.wa.edu.au\)](http://www.scsa.wa.edu.au).