Data Procedures Manual 2024

Section 1:

Overview

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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
- student registration and demographics
- student enrolment details
- student results and achievements.

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:

- the coordination of examinations
- reporting on student information and achievement.

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 ultimately prevent the data from being uploaded into SIRS. Refer to instructions in the relevant sections of this manual (Offerings, Student registration and demographics, Enrolments, Results and achievements) 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 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).
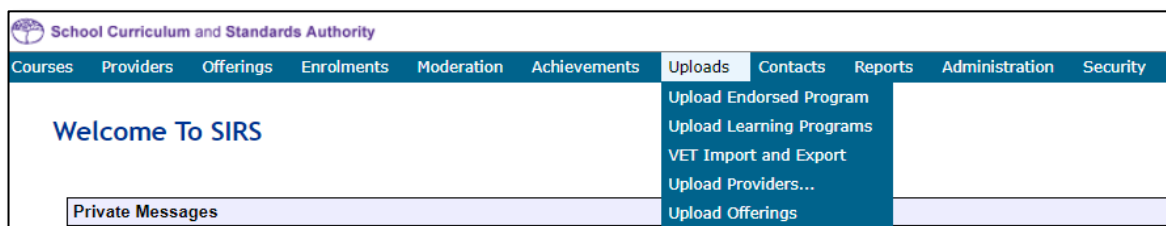
The types of files that need to be uploaded are **Offerings**, **Students**, **Enrolments**, **Qualification Estimates** and **Achievements**.

Files must initially be uploaded in the following order:

- **Offerings**
- **Students**
- **Enrolments**
- **Qualification Estimates**
- **Achievements.**

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

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).

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 *Data 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. Schools are encouraged to refer to the following publications.

- *Activities Schedule* (https://www.scsa.wa.edu.au/publications/activities-schedule)
- *WACE Manual 2024* (http://www.scsa.wa.edu.au/publications/wace-manual)
- Online Circulars (registration for the Circulars is available on the home page of the Authority website (https://scsa.wa.edu.au/).