



## Quick guide: checking Student Declaration and Permissions in the SRMS

The Student Records Management System (SRMS) dashboard is a handy tool to check the status of Student Declaration and Permission statements completed by Year 12 students, or Year 10 or Year 11 students enrolled in an Australian Tertiary Admission Rank (ATAR) course, in the student portal.

## Step 1: Log in to the SRMS portal

Click on the link to the <u>SRMS portal (https://srms.scsa.wa.edu.au</u>).

Government (public) school administrators enter Department of Education (the Department) email addresses for new users in the SRMS. Click on the **education.wa.edu.au LOGIN** button in the government school login panel and enter via the Department sign in page.

Non-government school administrators enter school email addresses for new users in the SRMS. You will receive an email, prompting you to confirm your email address and create a password. Enter your email address and this password in the non-government school login panel.

## Step 2: View students' senior enrolments

Click on the **Senior enrolments** tab at the bottom of the dashboard to display all course **Enrolments**, **Proposed grades** and **Enrolled students** in Years 11 and 12 on your screen.



The **Enrolled students** panel shows the status of declarations as **Completed**, **Not completed** and **Not applicable** (Year 11 students), with the **Not completed** Year 12 declarations shown in orange.



Select the **Year 12** and **Completed** check boxes on the left of your screen and it will refresh to display the **Completed** declarations for your Year 12 students.

Year	CHE	Enrolled students					
Y12	DAN DES	WA student Family name number	Given name	Year	Declarations received		
	DRA			Y12	Completed		
				Y12	Completed		
	L ECO			Y12	Completed		
Charles and he				Y12	Completed		
Show only				Y12	Completed		
Completed				Y12	Completed		
Not completed				Y12	Completed		
				Y12	Completed		

Select the **Year 12** and **Not completed** check boxes on the left of screen and it will refresh to display the **Not completed** declarations for your Year 12 students.

Year		Enrolled students		
■ Y12	WA student Family name	Given name	Year	Declarations received
			Y12	Not completed
Show only			¥12	Not completed
Completed			Y12	Not completed
Not completed			Y12	Not completed
			Y12	Not completed

## Step 3: Export your data

Select the **three dots** symbol in the right-hand corner of the **Enrolled students** header row then click on the **Export data** option to export your **Completed** or **Not completed** students.

		Enrolled students		More options		Y	62	
WA student	Family name	Given name	Year	Declarations	D,	Export data		^
number	,			received	5	Show as a table		
	<b>^</b>				 =0	Spotlight		
					Q	Get insights		
					1 X	Sort descending		
					√ ↓⊉	Sort ascending		
						Sort by	>	

Select **Summarized data (.xlsx or .csv)** and **.xlsx (Excel 150,000-row maximum)** from the drop-down list of file formats, then click on the **Export** button.

ort your data in the format	that quits your poods. If you have	a lot of data the number of	
vs you export might be limi	ted depending on the file type yo	u select. Learn more	.xlsx (Excel 150,000-row max)/
$\bigcirc$			.xlsx (Excel 150,000-row max)
		6º	.csv (30,000-row max)
Data with current layout	Summarized data	Underlying data	
port this data in the same yout you see now, but thout any icons, colors, or her formatting you added.	Export the summarized data used to create your visual (for example, sums, averages, and medians).	Export the raw data used to calculate the data in your visual.	
format: lsx (Excel 150.000-row may	av		

You can use this Excel file to follow up any missing declarations with students.

Further information about the SRMS dashboard is available on the School Curriculum and Standards Authority website on the <u>SRMS dashboard page (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/dashboard)</u>.