![Government of Western Australia - School Curriculum and Standards Authority](logo)

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 SRMS portal (https://srms.scsa.wa.edu.au).

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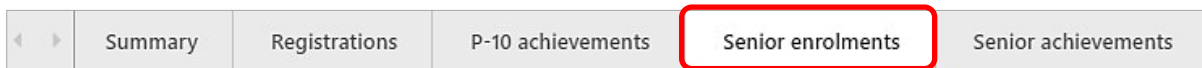
The **Enrolled students** panel shows the status of declarations as **Completed, Not completed** and **Not applicable** (Year 11 students), with the **Not completed** Year 12 declarations shown in orange.

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.

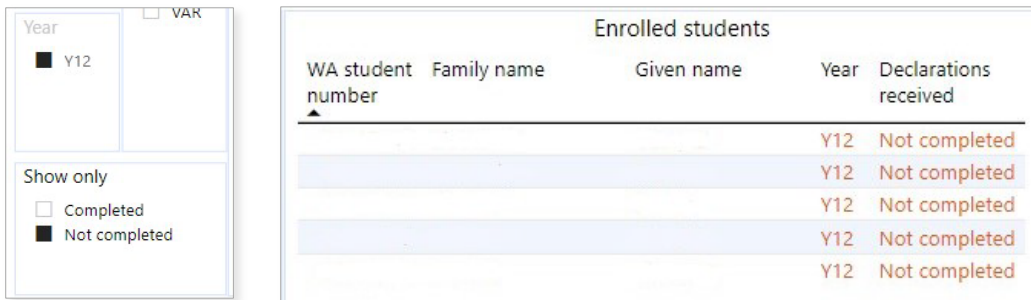Select the **Year 12** and **Not completed** check boxes on the left of screen and it will refresh to display the **Not completed** declarations for your Year 12 students.
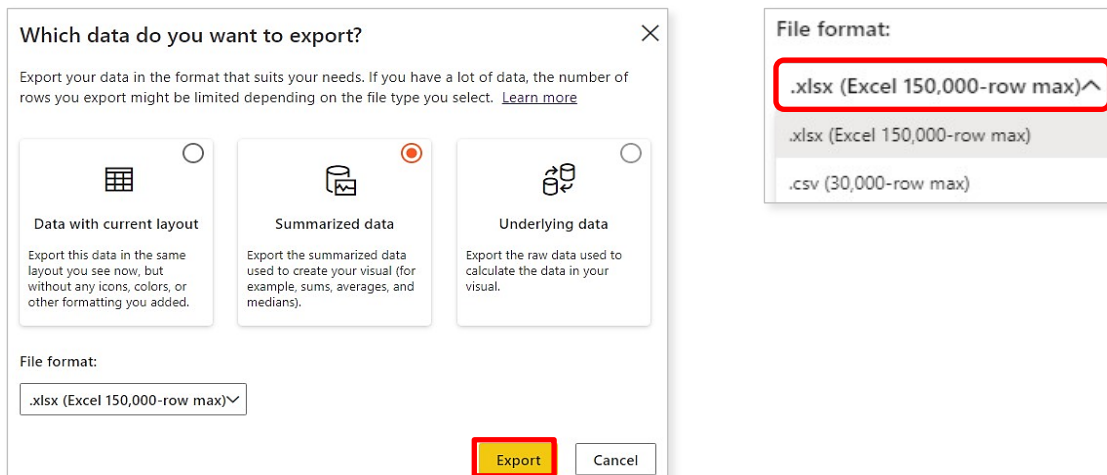

Step 3: Export your data

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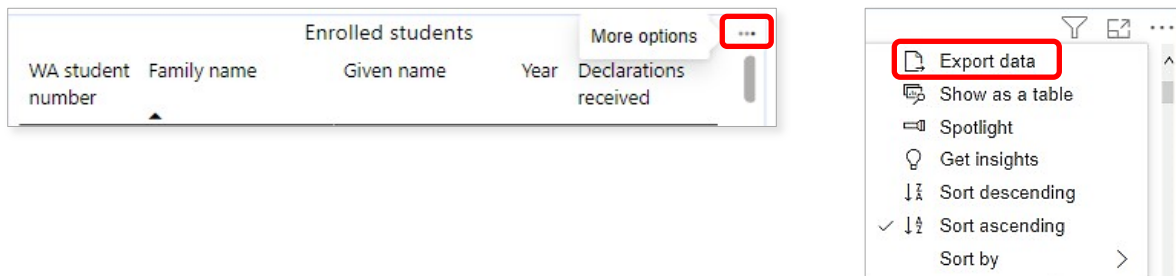
Select **Summarized data (.xlsx** or **.csv)** and **.xlsx (Excel 150,000-row maximum)** from the drop-down list of file formats, then click on the **Export** button.

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 SRMS dashboard page (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/dashboard).