



**School Curriculum  
and Standards  
Authority**

# Data Procedures Manual 2020

## **Section 12:** Database programs

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## 12.1 Overview

A number of software programs are used by schools to record student and school information. These include (but are not restricted to) Civica MAZE, Reporting to Parents (for most public schools), SEQTA, and Synergetic. Links to instructions for each of these programs can be found below.

Schools without specialised software can use Microsoft Excel to record their data. Strict formats must be used to ensure the data can be uploaded into SIRS. Refer to instructions within the following sections of this manual:

- [Offerings](#)
- [Student registration and demographics](#)
- [Enrolments](#)
- [Results and achievements.](#)

### 12.1.1 Civica MAZE

A username and password is required to access [instructions for the Civica MAZE database](#).

### 12.1.2 Reporting to Parents

The vast majority of public schools in Western Australia use the Reporting to Parents (RTP) database to record information. Visit their website to access:

- [instructions on how to record and upload student demographic information](#)
- [instructions on how to record and upload information for courses and endorsed programs](#)
- [instructions on how to record and upload information for vocational education and training \(VET\)](#)
- [instructions on how to record and upload information for externally set tasks.](#)

### 12.1.3 SEQTA

A username and password is required to access [SEQTA general information for RSCOS and RSVET reports](#).

### 12.1.4 Synergetic

User manuals can be accessed from [Synergetic's website](#).