

## Request to change academic year – Year 11 and Year 12

At times, students need to change their academic year and subsequently their enrolments in course units, VET units of competency and/or endorsed programs. In doing so, schools need to:

- consider the time of year and deadlines in the Activities Schedule; and
- ensure the mandatory curriculum requirements are met.

There are various circumstances as to why a school may request a change to a student's senior secondary academic year.

#### Request to change academic Year 12-Year 11

Repeating Year 11 to achieve WACE in the following year as a result of:

- illness
- non-attendance
- requiring additional C grades
- returning to school after leaving.

#### Request to change academic Year 11-Year 12

 Students arriving from interstate or overseas (will also usually require a Year 11 equivalent studies application)

Applications will be assessed on a case-by-case basis.

#### **Prior to course enrolments**

When a school uploads the student registration and demographic (SRGDG) file to the Student Information Records System (SIRS), a *Processed with Warnings* message appears when there is a mismatch between the upload file and the recorded information in SIRS for the student's academic year.

The SIRS message means the record for the affected students has been ignored and the school will need to email a member of the data team and ask for the academic year to be changed. This will be noted in the database as a request from the school.

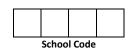
### **Enrolments Years 11–12**

Once enrolments for a student have been uploaded to SIRS, schools will need to complete this form.

The form will need to be signed by the student, parent/guardian and the principal (or nominated representative).

Requests for academic year change from Year 11 to Year 12 will need to be lodged with the Authority no later than **Thursday**, **3 April 2025**.

Requests for academic year changes (other than changes from Year 11 to Year 12) will need to be lodged with the Authority no later than **Friday**, **2 May 2025**.



# Request to change academic year – Year 11 and Year 12

This form is to be completed by any student requesting to change their academic year, once enrolments have been recorded in the Authority database (SIRS) for the current calendar year.

To be completed by student		
WA student number	Date of birt	M M F O  ch Gender (circle)
Current academic year New academic year		
current academic year	T	
Title Legal surnam	a/Family name	
Title Legal surname/Family name (Mr, Mrs, Miss, Ms)		
(1411, 14113, 141133, 1413)		
First given name	Second giv	en name Third initial
Outline the reason for requesting to change your academic year for this current calendar year		
Student signature Date  Parent/guardian signature Date		
To be completed by the Principal (or school representative)		
School name Date		
Principal name Principal signature		
Principal name Principal signature (or school representative)		
Email correspondence		
· -		
Closing date		
Please return the completed form to <a href="mailto:enrolments@scsa.wa.edu.au">enrolments@scsa.wa.edu.au</a> at the Authority by:  Thursday, 3 April 2025 for changes from Year 11 to Year 12; and  Friday, 2 May 2025 for other than changes from Year 11 to Year 12. Late applications will not be accepted.		
Office use only		
Office checklist	Date	Manager, Programs and Data
Received application	//	
Academic year changed in SIRS	/	Approved Yes □ No □
Case notes	/	
School notified	/	
Summary sheets	/	Signature Date
Scan all when complete – CM	/ /	