



School Curriculum  
and Standards  
Authority

# Student Registration Procedures Manual 2019

## Section 5: Reports

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- [Reports available to schools](#)

Disclaimer: Screenshots are for illustration purposes only. Any representations that show a date prior to 2019 should be treated as examples only. Representations that display new information have been updated.

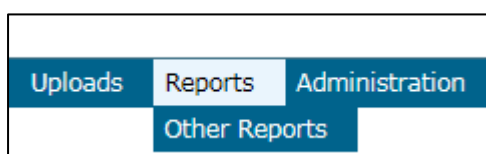
## 5.1 Reports available to schools

Schools can generate two types of reports from SIRS using the data they have uploaded:

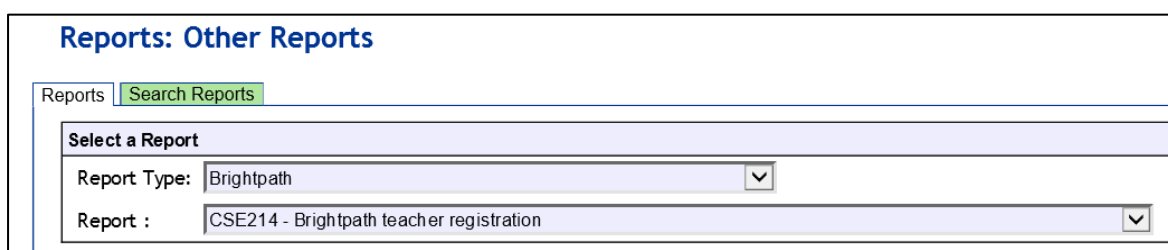
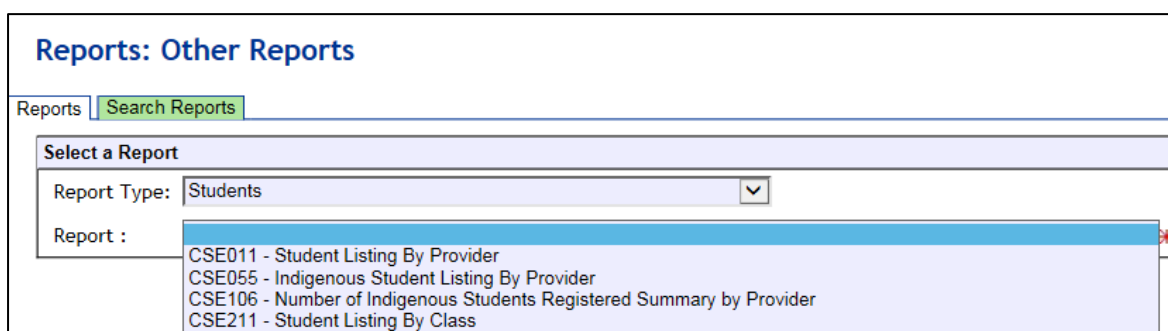
- Brightpath
- Students.

### 5.1.1 Generating reports



1. Hover over the **Reports** tab in the blue horizontal navigation bar (see screenshot below).



2. Click on **Other Reports**.
3. Select the **Report Type** from the drop-down menu. The only report types available are **Students** and **Brightpath** (see screenshots below).



The criterion fields displayed depend on the report type you have selected:

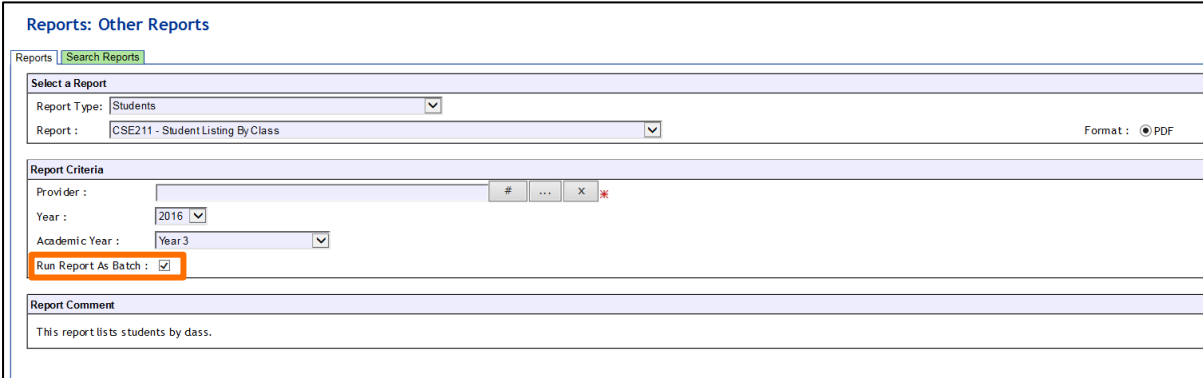
- leaving a field blank indicates you want all items to be included in the report
  - selecting a criterion indicates only those items that match will be included.
4. List fields: Click the **List** symbol  and click to select the required item.
  5. Browse fields: Click on the **Browse** symbol  to search for and select the required item.
  6. Check box fields: Click the **Check box**  to activate (indicated when the tick appears).
  7. Click on the **Radio** button  PDF  CSV of the format you require the report to be created in (.PDF or .CSV).

Note: not all reports have the .CSV option available.

If a field has a red asterisk next to it,  you are required to enter information.

8. Click on the **Generate Report** button. On a Windows operating system, you will see a prompt to open or save your report.
9. Click **Open**.
10. **Save** document.

Note: if you are generating large reports, or need to continue working in SIRS, it is recommended that you tick the **Run Report As Batch** check box (see screenshot below). This will generate a report which will be sent to your Inbox once complete.



The screenshot shows the 'Reports: Other Reports' interface. It includes a 'Select a Report' section with 'Report Type' set to 'Students' and 'Report' set to 'CSE211 - Student Listing By Class'. The 'Report Criteria' section shows 'Provider' with a red asterisk, 'Year' set to '2016', and 'Academic Year' set to 'Year 3'. The 'Run Report As Batch' checkbox is checked and highlighted with a red box. The 'Report Comment' section contains the text 'This report lists students by class.'

## 5.1.2 List of reports available to schools

### CSE011 – Student listing by provider

This report lists students by provider in alphabetical order along with their Indigenous status, date of birth, postal address and contact telephone numbers.

### CSE055 – Indigenous student listing by provider

This report lists the students at your provider who have been identified as Indigenous, or their Indigenous status has not been stated.

### CSE106 – Number of Indigenous students registered summary by provider

This report lists the number of students in each academic year by Indigenous status; Aboriginal, TSI, Aboriginal and TSI, Neither or Not Stated.

### CSE211 – Student listing by class

This report lists students by class.

### CSE214 – Brightpath teacher registration

This report is a copy of the teacher registration file uploaded to SIRS.