



School Curriculum
and Standards
Authority

Student Registration Procedures Manual 2022

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 2022 should be treated as examples only. Representations that display new information have been updated.

5.1 Reports available to schools

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

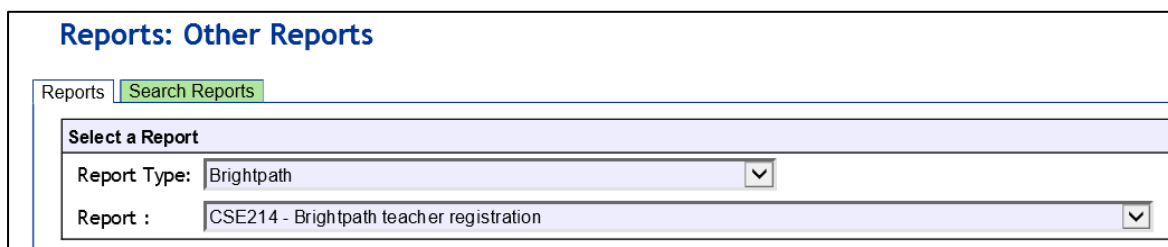
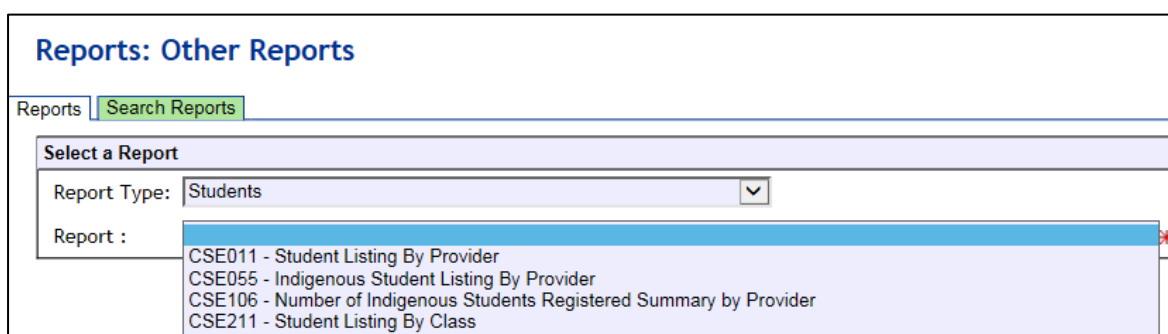
- Brightpath
- Students.

5.1.1 Generating reports

1. In the blue horizontal navigation bar, hover over the **Reports** tab (see screenshot below).
2. Click on **Other Reports**.



3. Select the **Report Type** from the drop-down list. The only report types available are **Students** and **Brightpath** (see screenshots below).



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

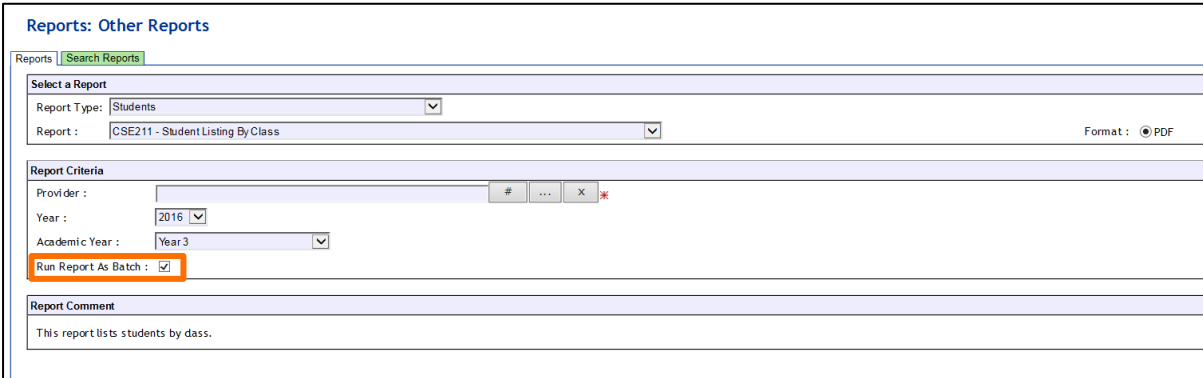
- leaving a field blank indicates you want all items to be included in the report
 - selecting a criterion indicates only those items that match will be included.
4. Report fields: click on the **List** symbol and select the required item.
 5. Browse fields: click on the **Browse** symbol to search for and select the required item.
 6. Check box fields: click on the check box to activate a required field (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** the 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 that 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 'Year' as '2016' and 'Academic Year' as 'Year 3'. The 'Run Report As Batch' checkbox is checked and highlighted with an orange box. The 'Report Comment' section contains the text 'This report lists students by class.'

5.1.2 List of reports available to schools

5.1.2.1 Students

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.

5.1.2.2 Brightpath

CSE214 – Brightpath teacher registration

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