



School Curriculum  
and Standards  
Authority

# Student Registration Procedures Manual 2022

## **Section 6:** **Database programs**

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## 6.1 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, Administration of Schools (AoS), 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 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:

- [Student registration and demographics](#)
- [Teacher registration file](#).

## 6.2 Civica Maze

A username and password are required to access instructions on how to set up a Civica Maze database available on the [Civica website \(https://civicaeducation.com.au/\)](https://civicaeducation.com.au/).

## 6.3 Administration of Schools

A username and password is required to access instructions on how to set up an AoS database. Further resources can also be found on the [CEWA website \(https://leadinglights.cewa.edu.au/resources/\)](https://leadinglights.cewa.edu.au/resources/).

## 6.4 Reporting to Parents

The vast majority of public schools in Western Australia use the RTP database to record information. Visit the Department's intranet, [ikon \(https://ikon.education.wa.edu.au/-/report-to-the-school-curriculum-and-standards-authority\)](https://ikon.education.wa.edu.au/-/report-to-the-school-curriculum-and-standards-authority), to access instructions on how to record and upload student demographic information.

## 6.5 SEQTA

A username and password is required to access the general information for RSCOS and RSVET reports available on the [SEQTA website \(https://seqta.com.au/contact/\)](https://seqta.com.au/contact/).

## 6.6 Synergetic

User manuals are available on the [Synergetic website \(https://synergetic.net.au/\)](https://synergetic.net.au/).