Student Records Management System
News for secondary schools

Demonstration of online language enrolment applications

We would like to invite your teacher of language/s to a demonstration of the new online language enrolment application process in the Student Records Management System (SRMS). The one-hour presentation will be held at the School Curriculum and Standards Authority, 2nd floor, 303 Sevenoaks Street, Cannington on Wednesday 28 April, at 4 pm, and Thursday 29 April, at 4 pm.

Please email languagesenrolment@scsa.wa.edu.au and advise your preferred demonstration date. Numbers are restricted to 20 attendees at each demonstration. A video recording of the presentation will be available after the demonstration days.

Four stages in the online submission process

During the demonstration, we will show you the four stages in the submission of an online language enrolment application.

1) Student **submits** their application in the **student portal**
2) School support officer **uploads school documents** for each application in the **SRMS portal**
3) Teacher **endorsement** in the **SRMS portal**
4) School **endorsement** in the **SRMS portal**

When all four stages have been completed, an application will be processed by the Authority. The student will see their WACE language course enrolment status in the student portal and school users can monitor the progress of applications in the SRMS.

At the demonstration, we will provide you with student and school user guides, with step-by-step instructions for each stage of the online application process. A link to these user guides will also be included in the next newsletter.

Transitional support

In preparation for students completing their online language enrolment application in the student portal and schools endorsing these applications in the SRMS portal, please find attached:

* *School administrator's guide for role assignment* to help you get started in the SRMS.

Further information about the WACE language course enrolment process and enrolment criteria, and the user guides will be available on the Authority website soon.

We look forward to the successful implementation of online language enrolment applications.