



School Curriculum
and Standards
Authority

Data Procedures Manual 2017

Section 1: Overview

Contents

- [About the Student Information Records System](#)
- [Processes](#)
- [Deadlines](#)
- [Reports](#)
- [Support](#)

1.1 About the Student Information Records System (SIRS)

Under legislation, schools are required to provide the following information to the School Curriculum and Standards Authority (Authority):

- courses and programs provided by schools
- student registration and demographics
- student enrolment details
- student achievements.

Schools use a variety of database programs to record this information. The data is then provided to the Authority by uploading it to the Student Information Records System (SIRS).

The Authority uses this information in various ways, including:

- the coordination of examinations
- reporting on student information and achievement.

Schools can also use this information to provide a wide range of reports to parents (see [Reports](#) for details).

1.2 Processes

There are three processes involved in providing information to the Authority:

- recording data
- saving data
- uploading data.

1. Recording data

Data can be entered into school database systems, including (but not restricted to) Civica MAZE, Reporting to Parents (for most public schools), SEQTA and Synergetic. To find out how to record data in these systems, please contact the software supplier or refer to [Database programs](#) for links to user manuals.

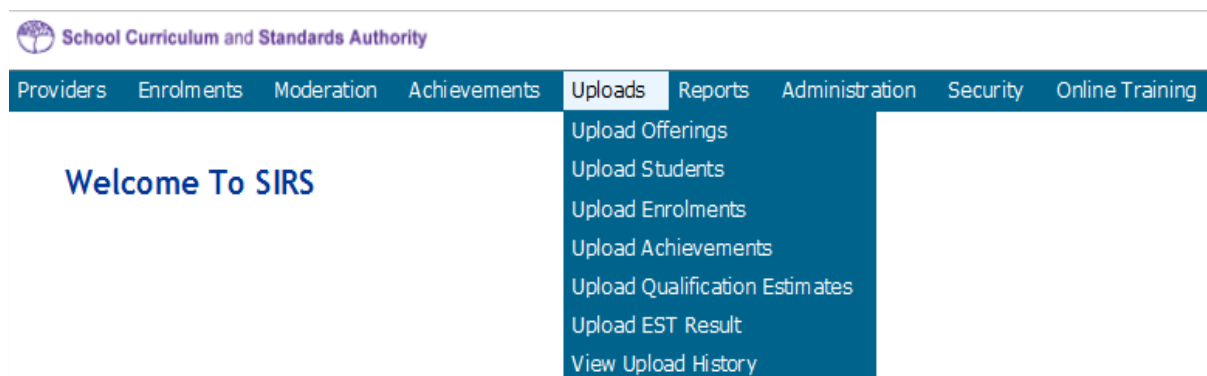
This manual provides instructions to schools on how to set up different types of databases in Microsoft Excel®. It is critical that data is formatted correctly in Excel®. Failure to do so will prevent the data from being uploaded into SIRS. Please refer to instructions in the relevant sections of this manual (Offerings, Student Registration and Demographics, Enrolments and Achievements) on how to set up a spreadsheet in Excel®.

2. Saving data

Whatever database software a school uses, information is required to be saved as a **.CSV** (comma delimited) file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

3. Uploading data

The Authority receives school data when files are uploaded into SIRS. All files are uploaded using the **Uploads** tab in SIRS (see screen shot below).



The types of files that need to be uploaded are Offerings, Students, Enrolments and Achievements.

Files must be uploaded initially in the following order:

- Offerings
- Students
- Enrolments
- Qualification estimates
- Achievements.

Each file can provide optional information as well as mandatory information required by the Authority. Files that do not have information in the mandatory fields cannot be uploaded into SIRS.

1.3 Deadlines

In order for the Authority to meet its obligations, schools are required to report different types of activities at appointed times throughout the school year. Please refer either to the home page of SIRS or to the [Activities Schedule](#) on the Authority website for timelines.

The deadlines **must** be adhered to otherwise your students may be at risk of having not having correct enrolment and achievement data recorded in the Authority's SIRS.

1.4 Reports

Once data is uploaded into SIRS, schools can generate a wide array of reports. For the full list of reports, please refer to [Reports](#).

1.5 Support

For issues relating to the information contained in the *Data Procedures Manual 2017*, please email the Data Services team at dataservices@scsa.wa.edu.au.

1.6 More information

The Authority website has a number of publications relevant to different areas of this manual. Schools are encouraged to refer to the following publications.

- [Activities Schedule](#)
- [WACE Manual 2017](#)
- [Year 12 Information Handbook](#)
- Online circulars (see Newsletter signup on the [home page](#) of the Authority website)

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