GUIDE TO UPLOADING STUDENT REGISTRATION AND DEMOGRAPHIC (SRGDG) FILE

Before commencing this process, please ensure you have a SIRS logon and password (contact SIRShelp@scsa.wa. edu.au). Please note your details will include an email address.

| Step 1	Create **SRGDG** file through school database program (Reporting to Parents/MAZE/Excel) and save into a folder you can easily locate. Name the file SRGDG1234all2017 (where 1234 = school code and all = all year groups). Otherwise upload by academic year e.g. SRGDG1234Y52017

Step 2	Login to SIRS through the launch screen (https://sirs.scsa.wa.edu.au)
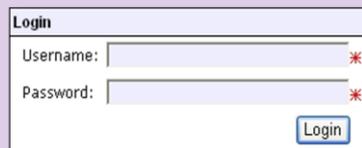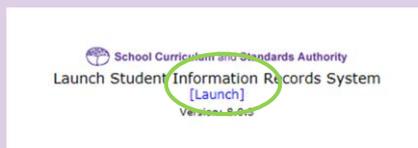
User name = p**** (school code) possibly followed by an alpha character.
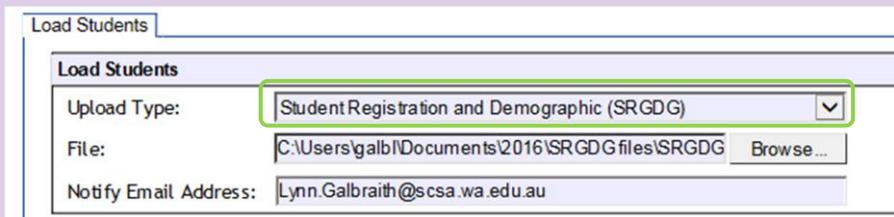Password will have been advised.

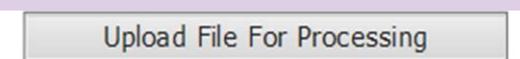| Step 3	Navigate to **Uploads**. Click on **Upload Students**.
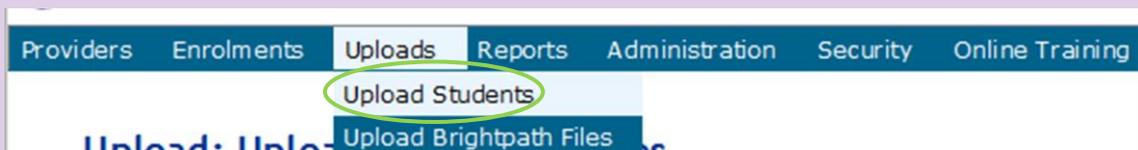
Step 4	Click on **Browse** and locate your previously saved file. Double click on this file and it will populate the field named **File**.

Step 5	Click on **Upload File For Processing**.

The file will be verified initially to ensure it meets a number of requirements (it must be a **.csv** file, the date of birth format is correct, postcodes are correct etc.). The person uploading the file will receive an email every time a file is uploaded.

- If the file fails verification – the errors must be fixed before re-uploading.
- If the file is successfully verified but fails processing – the errors must be fixed before re-uploading
- If the file successfully processes with warnings, you may need to contact the Authority to fix a date of birth/name – or the warnings may be self-explanatory and no further action required.

For more detailed instructions please refer to the Student Registration Manual on the website.

TROUBLESHOOTING ERROR/WARNING MESSAGES

⚠️ **Examples of failed verification messages**

> The Student Registration and Demographic (SRGDG): SRGDG1234S2Y11.csv has failed verification due to the following errors:
>
> Error occurred on record 13 (Student: 25678906: Black, Emma-May Date Of Birth 07/08/1998). The following errors were found in this record:
>
> > Home Suburb OSBORNE PARK was not a valid Australia suburb with postcode 6019 in WA. Please check that the suburb is valid under 'Administration -> Suburb Postcode Search'.

➡️ To fix this – please check the correct Postcode or Suburb Name and change on your database or spreadsheet before re-uploading.

> Error occurred on record 1.
>
> The following errors were found in the record:
>
> > Record type must be: SRGDG.

➡️ This error occurs when the spreadsheet has not been saved as a **.csv** file. You have possibly uploaded as a **.xls** or even **.zip** file. Please re-save as a **.csv** and re-upload.

⚠️ **Examples of failed processing messages**

> The Student Registration and Demographic (SRGDG): SRGDG1234Y1YUP.CSV has failed processing due to the following errors:
>
> Error occurred on record 348 (Student: 23456724: Smith, Chuck Date of Birth 22/08/00). The following errors were found in the record:
>
> > Another student (Name: 23456724: Smith, Chuck Date of Birth: 22/09/1999) already exists in the system with the specified student number: 23456724.

➡️ The date of birth we have does not match the date of birth you are uploading. Either change on your system or email dataservices@scsa.wa.edu.au and request we change on our system.

> Warning occurred on record: 528 (Student: 23876549: Smith-Brown, John Date of Birth 24/03/2000).
>
> > The record of the Student with Student Number 23876549 has the student name different from the current student name, therefore your registration details for this student are ignored. Contact the School Curriculum and Standards Authority to get this changed.

➡️ The name we have does not match the name you are uploading – it may be that you do not have a hyphen in the name. Please email dataservices@scsa.wa.edu.au and request we change on our system.

⚠️ **Examples of processed with warning messages**

> The Student Registration and Demographic (SRGDG): SRGDG1234Y1Y11.csv has been successfully processed but has recorded the following warnings:
>
> Warning occurred on record: 12 (Student: 25678906: Black, Emma-May Date of Birth 24/11/1998). The following errors were found in the record:
>
> > This record has been ignored as you are not defined in SIRS as the Main Provider of the Student. Only the Main Provider can update Student Registration details. If you are the Main Provider of the Student, you will need to contact School Curriculum and Standards Authority to get this changed.

➡️ You will need to contact dataservices@scsa.wa.edu.au and request this student be transferred to your school if they are now attending. This message usually only appears when the student has been listed on the Whereabouts Unknown list.

Warning occurred on record: 3 (Student: 29876543: Smith, Chuck Date of Birth 31/03/00). The following errors were found in the record:

> This record has been ignored as the academic year of student with student number 29876543 does not match with the current record. Please contact the School Curriculum and Standards Authority for further assistance.

➡ You will need to contact dataservices@scsa.wa.edu.au and request this student's academic year be changed on SIRS. Academic year changes cannot be done by uploading the SRGDG.

If you cannot see the problem, please email dataservices@scsa.wa.edu.au, and include the error/warning message. A member of the team will respond as soon as possible.

GUIDE TO UPLOADING TEACHER REGISTRATION (THREG) FILE FOR BRIGHTPATH SCHOOLS
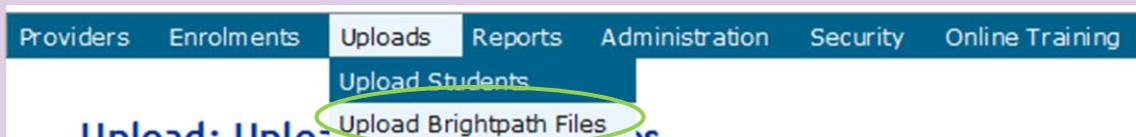
Step 1	Create **THREG** file through school database program (Reporting to Parents/MAZE/Excel) and save into a folder you can easily locate. Name the file THREG1234all2017 (where 1234 = school code and all = all year groups). Otherwise upload by academic year e.g. THREG1234Y5201.

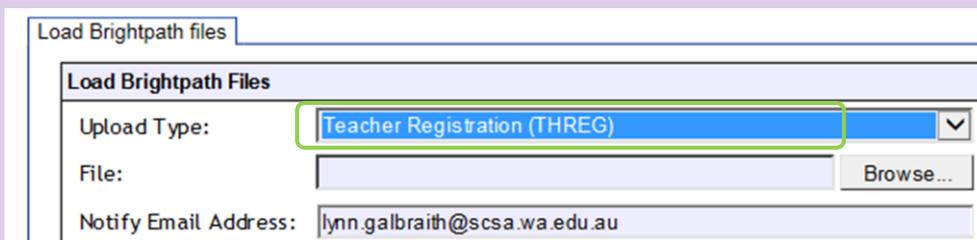| Step 2	Login to SIRS through the launch screen (https://sirs.scsa.wa.edu.au) as detailed above.

Step 3	Navigate to **Uploads**. Click on **Upload Brighpath Files.**

Step 4	Click on **Browse** and locate your previously saved file. Double click on this file and it will populate the field named **File**.

Step 5	Click on **Upload File For Processing**.