



RECORDING INFORMATION IN SIRS – VIDEO 2 Transcript

Information is recorded on SIRS by means of uploading Data. The data is uploaded by schools through means of a spreadsheet or .csv file in the upload area.

In order to upload Student Information, each student must be allocated a student number. This is an 8 digit number that is allocated by the School Curriculum and Standards Authority and for students who already have a number, if you know they have come from another school in Western Australia, you can search to see if they have already been allocated a number before you apply for a new numbers.

Under Enrolments, Student Enrolment, there is a tab called Find Student Number. The information required is the family name, and a given name and in the year range enter 2015 to 2017 to avoid too many returns. As you can see we have 12 records, some of these will be the same student, it gives me the student number, family name, given name, middle name where supplied, date of birth, gender, the year of the registration, the academic year they were in and their provider (or school) at that time. Should a student turn up to you in 2017 this information will allow you to send a transfer note to their previous school. If you wish to narrow the search and you have a date of birth you can type in the date of birth and it will then return just the student with that date of birth.

If the spelling of the name is different in any way to that held on the SIRS database, then the student will not be found. You need to email numbers@scsa.wa.edu.au and advise a Given Name (first name), Family Name (surname), date of birth, Academic Year, and your school code. It is useful also if you know the previous school.

If you are a new Brightpath or ABLEWA school, it is recommended that you send a request to numbers@scsa.wa.edu.au for the number of students you have in each academic year group and a batch of numbers will be sent to you for allocation. Details of how to allocate these numbers will be available through your database supplier and links to these will be in the Student Registration Procedures Manual.

For schools with new Kindy enrolments, you can request numbers for Kindy students only through SIRS directly as these are the only students we would anticipate do not already have a number. Under Providers, Request Student Numbers, click on Add Request, type in the number of kindy numbers you require and click on save. This will come through to the numbers@ inbox and be approved and an email will be sent with 20 kindergarten numbers for you.

Once you have requested numbers, or a batch have been requested for you, you can click on the search results and see where numbers have been requested for your school, and if you click on the document, then the student number allocated – it will also show you the number that has been allocated for your students. This is additional to the email you will have received.

Point to note – Numbers Sourced From. This is the year these students would generally have been commencing in Year 8 as this is the year we originally started allocating numbers to students. So Year 6 students in 2017 will be entering year 8 in 2019.

To view information for students that have been uploaded to SIRS, under the enrolment tab, student enrolment, student maintenance tab, there are a number of ways to view your own students, particularly in a large school. You can only ever view information for your own students. The Authority Primary School only has a few students, so I can click on the Search Results tab, I can click

on the Search button or I can hit on the Enter Button on the keyboard. This will return all the students currently registered at my school on SIRS. We have 16 students at the Authority Primary School and a range of Academic Years from Kindergarten to Year 6.

If I wanted to narrow my search, close the screen, Enrolments, Student Maintenance and I can look up the Year 3 students by clicking on Year 3. Search and the system will return information on the three students currently in Year 3. If I want to look up just one student, and I know their number, again clear the screen and enter that student number and click on search.

The more information you have, the narrower the parameters, the less information will be returned. This is true of all areas on SIRS. In this case we found one student. To look at Chloe's information, click on the document on the left hand side. These are the details that have been uploaded on the Student Registration and Demographic File – from the student number, to the date of birth, gender, academic year. The Room Number is particularly important for Brightpath schools, and the Brightpath radio button is noted as Yes, but not the ABLEWA. It also gives residency status, fee status (for overseas full fee paying secondary students) and indigenous status. Much of the other information on the student summary page refers to secondary students and is not currently used for Primary students.

The student contact information is used for Primary, street address, postal address and telephone numbers and email information to the Parent Information from Parent 1 and Parent 2. If there is only one parent, there is a code for Unknown for Parent 2 which can be entered in the Student Registration and Demographic File.

Previous names is another tab on the Student Maintenance page and this is where a record is kept when we are advised of student name changes. It is vital on initial upload to enter the student's legal surname and legal first name, however students do change their names and occasionally incorrect spellings are recorded.

The program of study, record of achievement and WACE eligibility tabs again are relevant to senior secondary.

All the data seen on these pages can only be changed by uploading the data or by advising a member of the data services team.

Information that cannot be changed by upload include the Student Number, Surname, First Name, Date of Birth, Gender and Academic Year. These will have to be advised to the data services team by email and we will make the change for you.

We have talked about the information being uploaded to SIRS. This is done through a Student Registration and Demographic File (SRGDG) and under the Upload tab on the top horizontal menu bar, there is a drop down called Upload Students. When you click on this it will tell you the upload type will be the student registration and demographic file, the notify email address is the person who will receive the email once the file is verified and/or processed and the page will also show when I last uploaded data to the system and if it was successful or not.

A white tick on a green button means successfully processed. A white cross on a red button means not processed or nothing has been uploaded. A question mark means we are not sure if we are expecting information (if your school only has Year 2 to 6 we will see a question mark for Kindy, Pre Primary and Year 1). A flag on an orange button is a warning message and means the file has been uploaded but there are some warnings and records may have been ignored and not uploaded. You may need to contact us regarding this.

To upload your file – click on the browse button and click on the file you have created. It is recommended the file is named SRGDG with your school code, and if it is all students, all academic years in 2017 then all2017 or all Semester 1 2017 – any way that you can locate this file easily. Some schools prefer to overwrite each file, others like to keep and date their files. Click on the file, click on open and it will populate in the File field, then click on Upload File for Processing. The top of the screen will advise that the file has been successfully uploaded and is awaiting verification before processing. An email will be generated to you once it has verified, and another once it has processed.

The verification process ensures certain criteria are met with the file before it is placed in a queue for processing, for example it must be a .csv file, not a .xls.

If errors come through you will need to fix them and try uploading again. At extremely busy times like due dates for data to be uploaded, you may have to wait a while to receive a verification and processed message because files are placed in a queue and are processed as they are uploaded.

Further help with any problems you encounter please contact the data services team at dataservices@scsa.wa.edu.au and a member of the team will assist to resolve your problem.

For those Brightpath schools who are required to upload teacher registration information, again, under uploads, Upload Brightpath files, there is only one file available. Again you will have saved this somewhere easily found on your computer, click on Browse, locate the file and upload in exactly the same manner as you did the Student Registration file.

Further information about the Student Registration and Demographic File can be found in the Student Registration Procedures Manual.

A Student Registration file is a very large file containing huge amounts of information. All the information requested by this file is already stored within your school's database, from Surname, first name to home address, postal address, academic year, student language spoken at home. There are a number of fields for disabilities for ABLEWA students through to the information required on the parents, the Room information for Brightpath and whether they are Brightpath or ABLEWA student. Many of these fields are optional and will not be populated. If an error comes up and it states it is a mandatory field, then the missing information will need to be completed and the file fixed (or downloaded again). It could be something along the lines of gender, postcode.