School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 1:
Overview

Contents

- About the Student Information Records System
- Processes
- Deadlines
- Reports
- Support
- More information

Note: screenshots are for illustration purposes only and may show a date prior to 2027.

1.1 About the Student Information Records System

It is a legislated requirement that schools provide the following information to the School Curriculum and Standards Authority (the Authority):

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

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

The Authority uses this information in various ways, including for:

- meeting legislative requirements to register all students in Years K–12
- registering students in Years 3, 5, 7 and 9 for the National Assessment Program – Literacy and Numeracy (NAPLAN) testing
- coordinating examinations
- reporting on student information and achievement.

The School Curriculum and Standards (SCS) Division of the Department of Education (the Department) collects data on behalf of the Authority. Schools provide data to SCS to be reported to and used by the Authority.

Schools can also use this information to provide a wide range of reports for parents (see Section 13: Reports for details).

1.2 Processes

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

- recording data
- saving data
- uploading data.

1.2.1 Recording data

Data can be entered into school database systems, including, but not restricted to, Civica® School Manager (CSM), Administration of Schools (AoS), Reporting to Parents (for most public schools), SEQTA® and Synergetic®. To find out how to record data in these systems, or how to contact the software supplier, refer to Section 15: Database programs.

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 format data correctly will prevent it from being uploaded into SIRS. Refer to instructions in the relevant sections of this manual (Offerings, Student registration and demographics, Teacher registration [Brightpath schools only], Enrolments, Results and achievements) on how to set up a spreadsheet in Excel.

1.2.2 Saving data

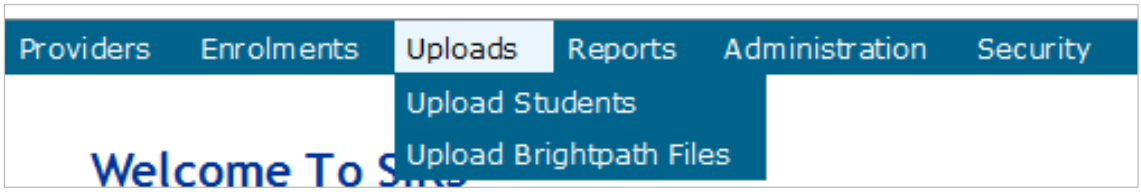
Whatever database software a school uses, information is required to be saved as a .CSV (comma separated values or comma delimited) file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.

1.2.3 Uploading data

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

Primary schools

- using the Brightpath program, ABLE*WA* program or conducting NAPLAN testing will be required to upload student information into SIRS by clicking on **Upload Students** (see screenshot below)
- using the Brightpath program will also be required to upload a teacher registration file into SIRS (see subsection 5.4: Uploading data into SIRS).



Secondary schools must:

- initially upload the file types below in the following order
  - **Offerings**
  - **Students**
  - **Enrolments**
  - **Qualification Estimates**
  - **Achievements**
- provide the mandatory information required by the Authority and can provide optional information as well. Files that do not have information in mandatory fields cannot be uploaded into SIRS.

1.3 Deadlines

For SCS to support the Authority to meet its obligations, schools are required to report different types of activities at appointed times throughout the school year. Deadlines are available on the home page of the SIRS website, through Circulars, reminder emails or on the Authority website on the Activities Schedule page (https://www.scsa.wa.edu.au/publications/activities-schedule).

All deadlines **must** be adhered to; otherwise, your students may be at risk of not having correct enrolment and achievement data recorded in SIRS.

1.4 Reports

Once data is uploaded into SIRS, schools can generate a number of reports. For the full list of reports, refer to Section 13: Reports.

1.5 Support

For issues relating to the information contained in the *Data Procedures Manual 2027,* email Data Services 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 2027* (https://www.scsa.wa.edu.au/publications/activities-schedule)
- *WACE Manual 2027* (https://www.scsa.wa.edu.au/publications/wace-manual)
- Online Circulars (registration for the Circulars is available on the home page of the Authority website (https://scsa.wa.edu.au).