



Request to change academic year – Year 11 and Year 12

At times, students need to change their academic year and subsequently their enrolments in course units, VET units of competency and/or endorsed programs. In doing so, schools need to:

- consider the time of year and deadlines in the *Activities Schedule*; and
- ensure the mandatory curriculum requirements are met.

There are various circumstances as to why a school may request a change to a student's senior secondary academic year.

Request to change academic Year 12 – Year 11

Repeating Year 11 to achieve WACE in the following year as a result of:

- illness
- non-attendance
- requiring additional C grades
- returning to school after leaving.

Request to change academic Year 11 – Year 12

- Students arriving from interstate or overseas (will also usually require a Year 11 equivalent studies application)

Applications will be assessed on a case-by-case basis.

Prior to course enrolments

When a school uploads the student registration and demographic (SRGDG) file to the student information record system (SIRS), a *Processed with Warnings* message appears when there is a mismatch between the upload file and the recorded information in SIRS for the student's academic year.

The SIRS message means the record for the affected students has been ignored and the school will need to email a member of the data team and ask for the academic year to be changed. This will be noted in the database as a request from the school.

Enrolments Years 11–12

Once enrolments for a student have been uploaded to SIRS, schools will need to complete this form.

The form will need to be signed by the student, parent/guardian and the principal (or nominated representative).

Requests for academic year change from Year 11 to Year 12 will need to be lodged with the Authority no later than **Thursday, 28 March 2024**.

Requests for academic year changes (other than changes from Year 11 to Year 12) will need to be lodged with the Authority no later than **Friday, 3 May 2024**.

School Code

This form is to be completed by any student requesting to change their academic year, once enrolments have been recorded in the Authority database (SIRS) for the current calendar year.

To be completed by student																					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
WA student number				Date of birth								Gender (circle)									
Current academic year										<input type="text"/>	New academic year										<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Title				Legal surname/Family name																	
(Mr, Mrs, Miss, Ms)																					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
First given name										Second given name								<input type="text"/> Third initial			
Outline the reason for requesting to change your academic year for this current calendar year																					
Student signature _____										Date _____											
Parent/guardian signature _____										Date _____											

To be completed by the Principal (or school representative)	
School name _____	Date _____
Principal name _____ (or school representative)	Principal signature _____
Email correspondence _____	

Closing date
<p>Please return the completed form to enrolments@scsa.wa.edu.au at the Authority by:</p> <p>Thursday, 28 March 2024 for changes from Year 11 to Year 12; and</p> <p>Friday, 3 May 2024 for other than changes from Year 11 to Year 12. Late applications will not be accepted.</p>

Office use only		
Office checklist	Date	Manager, Programs and Data
Received application <input type="checkbox"/>	___ / ___ / ___	<div>Approved Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>_____</div> <div>Signature _____ Date _____</div>
Academic year changed in SIRS <input type="checkbox"/>	___ / ___ / ___	
Case notes <input type="checkbox"/>	___ / ___ / ___	
School notified <input type="checkbox"/>	___ / ___ / ___	
Summary sheets <input type="checkbox"/>	___ / ___ / ___	
Scan all when complete - CM <input type="checkbox"/>	___ / ___ / ___	