Our Ref: CM: 2020/56668

To all Principals
Secondary Schools

Dear Principal

STUDENT RECORDS MANAGEMENT SYSTEM

Dashboard

The Student Records Management System (SRMS) is the new interface for the Student Information Records System (SIRS). The SRMS dashboard is an interactive monitoring tool, which provides schools with a live status of the number of student registrations, enrolments and achievements that they have uploaded to SIRS and the corresponding missing data.

Dashboard pilot

Since Term 4 2019, 25 secondary schools have been participating in the dashboard pilot. Following the email sent to secondary school principals inviting schools to 'opt in' to the dashboard pilot during Term 4 2020, we would like to thank the 100+ schools that chose to join this extended pilot. By engaging with the dynamic environment of the dashboard, schools were able to view their data uploaded to SIRS and provided us with the final stage of user acceptance testing. We will use this feedback from the pilot schools to enhance the SRMS and make sure it is as user-friendly as possible, prior to full implementation.

For secondary schools to opt in to the dashboard pilot, please email srmspilot@scsa.wa.edu.au.

Year 11 equivalent studies applications

Year 11 equivalent studies applications are now available online. Dashboard pilot schools are able to complete their students' applications online, rather than using paper forms. You will need to register for the dashboard pilot then the School Administrator must assign the roles of School Equivalent Studies Administrator and School Equivalent Studies Officer to the member/s of staff who will carry out these functions.

For secondary schools to create Year 11 equivalent studies applications as part of the dashboard pilot, please email srmspilot@scsa.wa.edu.au.

Online applications for permission to enrol in a WACE language course

In September, we conducted a pilot of the online application for permission to enrol in a WACE language course. We would like to thank the four secondary schools that participated in the languages pilot: Christ Church Grammar School, Rossmoyne Senior High School, Willetton Senior High School and John XXIII College. We are very grateful for the assistance of the language students, language teachers and principals or deputy principals who tested the online application process for us. The pilot was a huge success, with students finding the online application much easier than the paper forms. Their invaluable feedback will help us to improve the module prior to its release in mid-2021.

Student feedback

- Application was faster and very user friendly
- Much easier than the paper form
- Having online application means saving paper :)
- The online forms are a massive improvement from the paper ones
- All the information is saved into one place and we were able to go back and edit anything
- Very concise guide. I like how everything is laid out and explained very well
- The booklet … clearly outlined how to go through it step by step
- Student guide was clear and easy to follow – doing it online was more efficient and less tedious
- The guide made sure we knew what to do and where to go, so everything was not confusing

Online ATAR EAL/D eligibility applications

Since October 2019, students have been completing their ATAR English as an Additional Language or Dialect (EAL/D) eligibility applications through the student portal and schools have been endorsing these applications through the SRMS portal. This online process has proved to be very successful and much easier than using paper forms.

ATAR EAL/D pilot

We would like to thank the EAL/D teachers and students at the three schools that participated in our pilot in 2019: Aranmore Catholic College, Cyril Jackson Senior Campus and Melville Senior High School. The pilot was invaluable because it gave us the opportunity to see how the students engaged with the new technology and incorporate their feedback in the user guides and other resources.

Communication

All ATAR EAL/D eligibility resources are available on the Authority website. This includes the SRMS user guides, the checklist and letter to parents in multiple languages, and frequently asked questions. We also have WebEx videos to help schools.

The dashboard and Year 11 equivalent studies user guides are available to assist dashboard pilot schools. As we implement further elements of the SRMS, we will provide additional resources to schools.

8 December 2020