![School Curriculum and Standards Authority logo]

Data Procedures Manual 2025

Section 14:

Database programs

Contents

- **Overview**
- **Civica Maze**
- **Administration of Schools**
- **Reporting to Parents**
- **SEQTA**
- **Synergetic**
- **Zunia**
- **SchoolPro**

14.1 Overview

A number of software programs are used by schools to record student and school information. These include, but are not restricted to, Civica Maze, Administration of Schools (AoS), Reporting to Parents (for most public schools), SEQTA, Synergetic, Zunia and SchoolPro. Links to instructions for each of these programs can be found below.

Schools without specialised software can use Excel to record their data. Strict formats must be used to ensure the data can be uploaded into SIRS. Refer to instructions within the following sections of this manual:

- Offerings
- Student registration and demographics
- Enrolments
- Results and achievements.

14.2 Civica Maze

A username and password are required to access instructions on how to set up a Civica Maze database, available on the Civica website (https://civicaeducation.com.au/).

14.3 Administration of Schools

For assistance with Administration of Schools software, contact the CEWA AoS support desk on 1800 267 365.

14.4 Reporting to Parents

The majority of public schools in Western Australia use the Reporting to Parents database to record information. Visit the Department's intranet, Ikon (https://ikon.education.wa.edu.au/-/report-to-the-school-curriculum-and-standards-authority) to access instructions on how to record and upload:

- student demographic information
- courses and endorsed programs information
- vocational education and training (VET) information
- externally set task information
- common oral assessment task information.

14.5 SEQTA

Assistance with SEQTA can be found on the education horizons website (https://educationhorizons.com/tech-support/).

14.6 Synergetic

Assistance with Synergetic can be found on the education horizons website (https://educationhorizons.com/tech-support/).

14.7   Zunia

Assistance with Zunia can be found on the education horizons website (https://educationhorizons .com/tech-support/).

14.8   SchoolPro

Assistance with SchoolPro can be found on the education horizons website (https://education horizons.com/tech-support/).