School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 4:
Student registration and demographics

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

4.1 Student registration requirements

It is a legislated requirement that all students from Pre-primary to Year 12 are registered with the Authority until the end of the year in which they turn 17 years and six months of age, regardless of their study program.

This requires each student to be allocated a unique identifier, i.e. an eight-digit Western Australian student number (WASN).

If you cannot find a student's WASN, check with their previous school or in SIRS (see Search for requested WASNs in SIRS). If you still cannot find the student's WASN, email numbers@scsa.wa.edu.au with the student's legal family name, given name, date of birth and academic year to have one allocated.

Once the WASN has been provided, it can be uploaded as part of your student registration and demographic (SRGDG) file.

This also applies to students undertaking Flying Start programs, students at intensive English centres or students at education support centres. Overseas students must also be registered. This includes both primary students (K–6) and secondary students (7–12).

4.1.1 Important dates

Refer to the home page of the SIRS website or the Authority website on the Activities Schedule page (https://www.scsa.wa.edu.au/publications/activities-schedule) for dates when the following information is required by the Authority:

- registration of Year 10, Year 11 and Year 12 students
- registration of Kindergarten to Year 9 students.

In addition to the initial uploading of the student registration and demographic file (SRGDG) in Term 1, schools are reminded that an updated student registration and demographic file (SRGDG) should be uploaded by the third week of Terms 2, 3 and 4.

4.1.2 Request to change student academic year

Occasionally, students need to change their academic year and subsequently their enrolments in course units, VET units of competency and/or endorsed programs.

There are several processes that schools may need to follow, depending on the circumstances, e.g. where a student is in Year 10 and wishes to move up a year, or a student in Years 11 or 12 and wishes to move up or down a year. To request a change to a student's academic year for Years 11 and 12, download the *Request to change academic year* form available on the Authority website on the Application and Order Forms page (www.scsa.wa.edu.au/forms). The form is available for limited periods, according to the Authority's deadlines.

To request a change to a student's academic year for Pre-primary to Year 10, complete the *Request to change academic year Pre-Primary to Year 10* form on the Authority website on the Application and Order Forms page (www.scsa.wa.edu.au/forms). The form is available for limited periods, according to the Authority's deadlines.

Note: changing academic year **cannot** be done by uploading the SRGDG file.

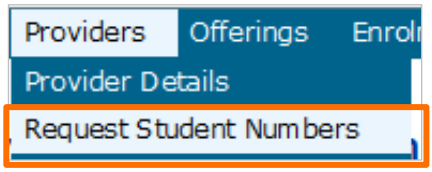
Student achievement must be reported for all learning areas for students from Pre-primary to Year 10, in line with the *Pre-primary to Year 10: Teaching, Assessing and Reporting Policy*.

Upon registration, schools should check SIRS for the student's previous school details and ensure they are enrolled to continue in the same academic year they were in at their previous school. This ensures students continue with their current year-level studies within the *Western Australian Curriculum and Assessment Outline*.

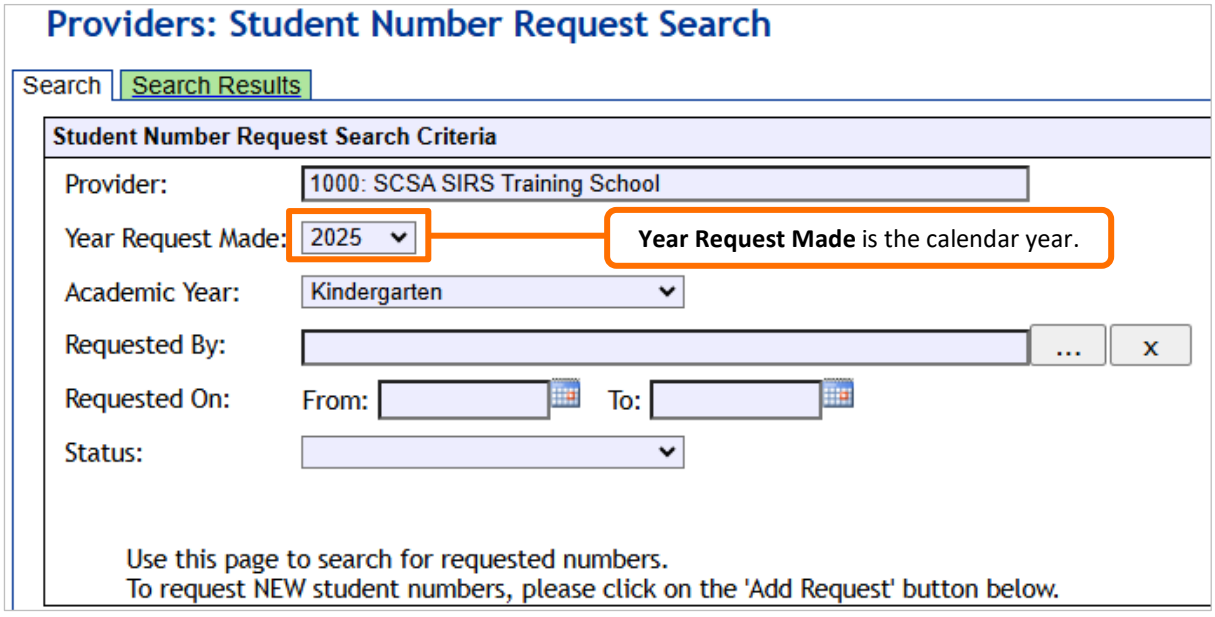
4.2 Request WASNs – Kindergarten

This process is to request Kindergarten WASNs only, during Term 1 and Term 4 of each calendar year. As all students from Pre-primary to Year 12 are now registered in SIRS, blocks of numbers cannot be allocated for other academic years without checking to see if the record already exists in SIRS. To request numbers for students who are in other academic years, refer to Search for WASNs in SIRS – other than Kindergarten.

1. In the blue horizontal navigation bar, hover over the **Providers** tab.
2. Click on **Request Student Numbers** (see screenshot below).

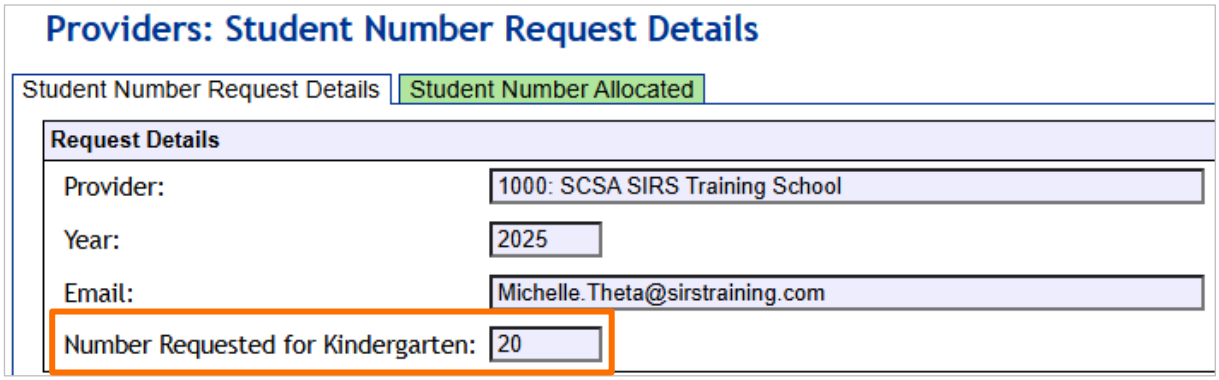


3. The **Student Number Request Search** fields will appear (see screenshot below). Click on the **Add Request** button.

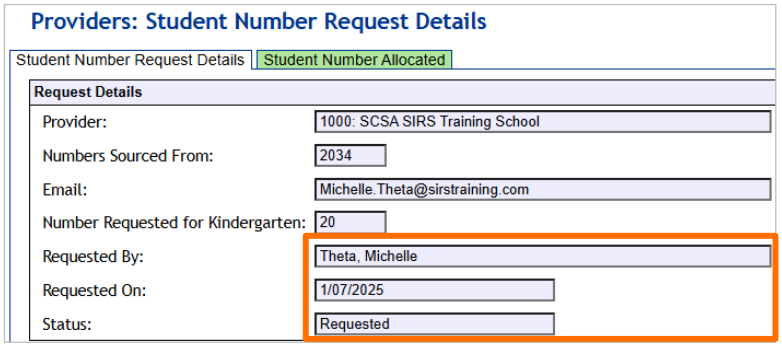




4. The **Student Number Request Details** fields will appear (see screenshot below). Enter the number of Kindergarten WASNs required.



5. Check the **Email** address is correct to ensure messages are sent to the right person (this information is populated from **Security** > **My Details**).
6. Click on the **Save** button. SIRS confirms the request by displaying the **Record successfully created** message as well as information in the **Requested By**, **Requested On** and **Status** fields (see screenshot below).



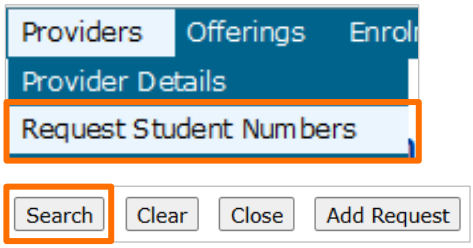
7. Check the details. If you need to make changes, make them, and click on the **Save** button again.
8. When the details are correct, click on the **Close** button to dispatch the request for processing.

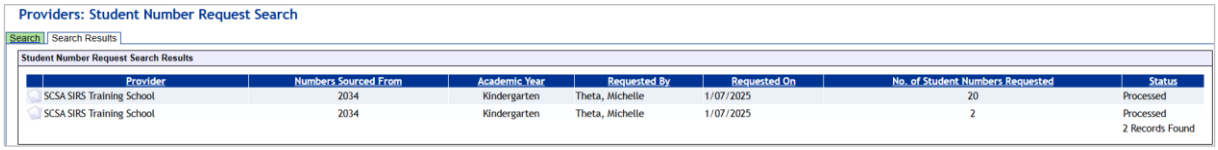
You do not have to use all the allocated numbers. For any new students arriving later in the year, email numbers@scsa.wa.edu.au and provide the following details for each student: family name, given name, date of birth and academic year.

4.2.1 Search for requested WASNs in SIRS

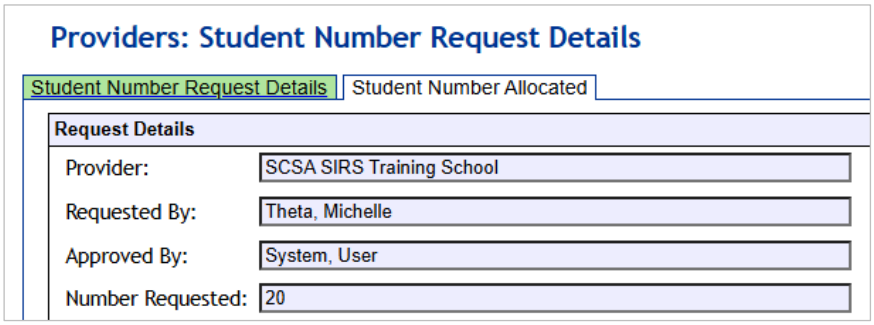
1. In the blue horizontal navigation bar, hover over the **Providers** tab and click on **Request Student Numbers**.
2. The **Student Number Request Search** fields will appear. Click on the **Search** tab or the **Search Results** tab to display a list of requests (see screenshot below).

3. If **Processed** appears under the **Status** heading, the numbers have already been allocated. Click on the **document** icon to select a **Processed** request from the list under the **Status** heading.

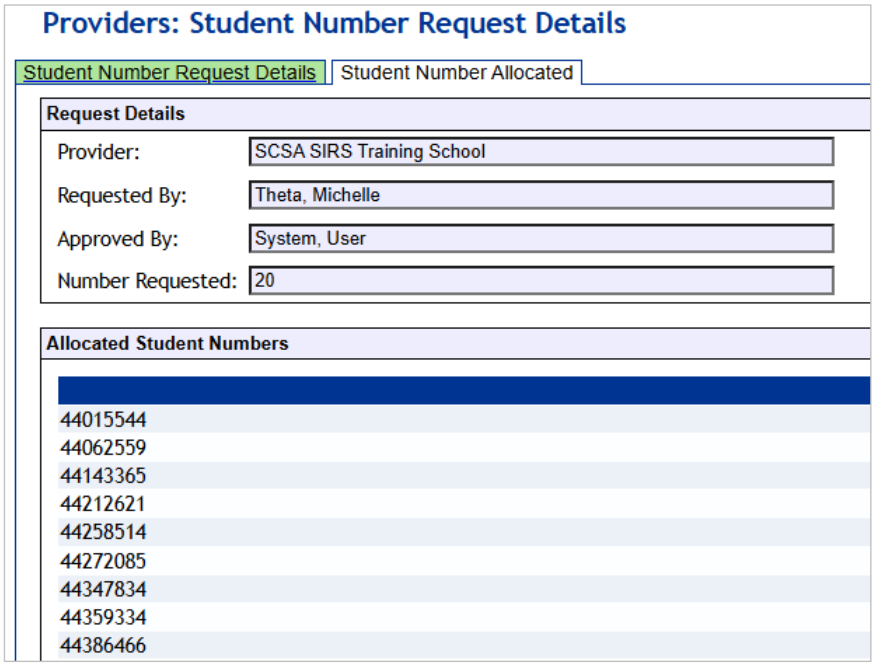




4. Click on the **Student Number Allocated** tab to view the WASNs allocated (see screenshot below).



The WASN details will appear (see screenshot below).



Note: you can also click on **EXPORT** to have the WASNs saved as a text file. This is useful if you have deleted the confirmation email that had the WASNs as an attachment.

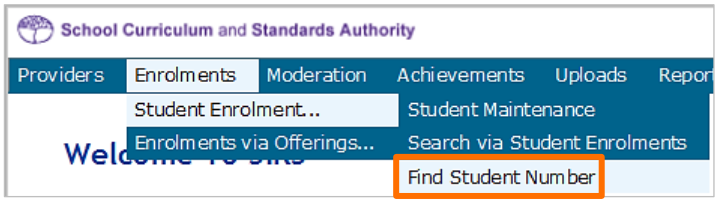
4.3 Search for WASNs in SIRS – other than Kindergarten

If a student arrives at your school from another school in Western Australia, or from overseas/interstate, you can search in SIRS for that student's WASN. All you need is the student's family name, given name and date of birth.

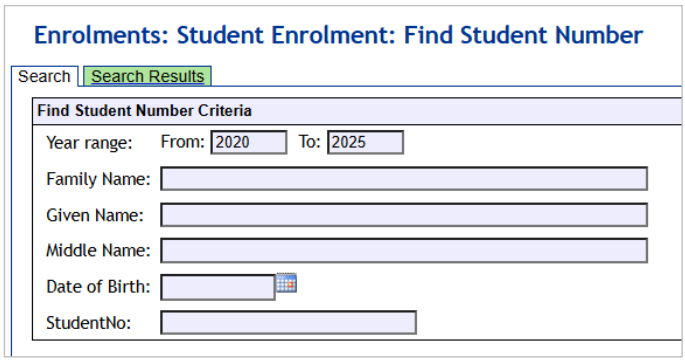
Once your school registers the student in SIRS, you will be able to see the student's previous school. If the student's previous school was in Western Australia, you will need to send the transfer note to that school.

To search for WASNs (other than Kindergarten) in SIRS:

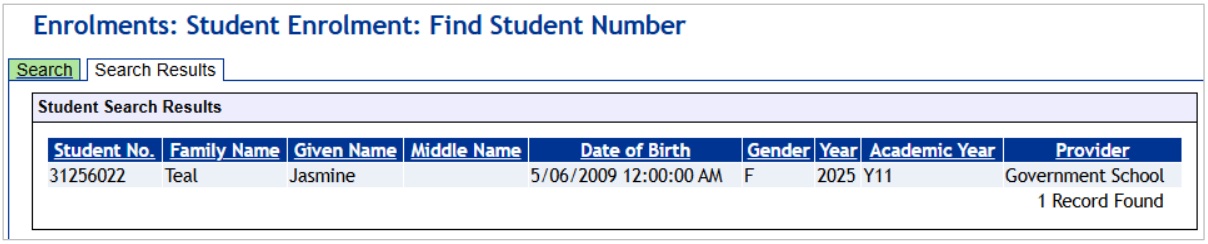
1. In the blue horizontal navigation bar, hover over the **Enrolments** tab.
2. Click on **Student Enrolment** and then on **Find Student Number** (see screenshot below).



3. The **Find Student Number** fields will appear (see screenshot below). Enter the student's **Family Name**, **Given Name** and **Date of Birth**.



4. Click on the **Search** button. If the information you have entered exactly matches the information in SIRS, you will find a result even if the student is not at your school (see screenshot below).



If the details you have requested are different from the information in SIRS (e.g. date of birth is different, Jackie is spelt as Jacky etc.), then no results will be found. In this case, email numbers@scsa.wa.edu.au and provide the student's given name, family name, date of birth, academic year and previous school, if known.

4.3.1 Troubleshooting: Search for WASNs in SIRS – other than Kindergarten

What happens if the requested information does not show up in the search?
Email numbers@scsa.wa.edu.au and provide the student's name, academic year and date of birth.

What happens if I enter calendar year 2025 as the Year Range?
Only students registered in the SIRS database for 2025 will be returned in the search. To find existing student numbers, leave the **Year Range** blank.

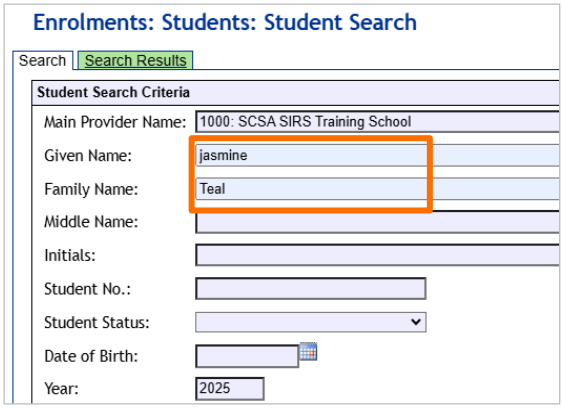
4.4 Student maintenance

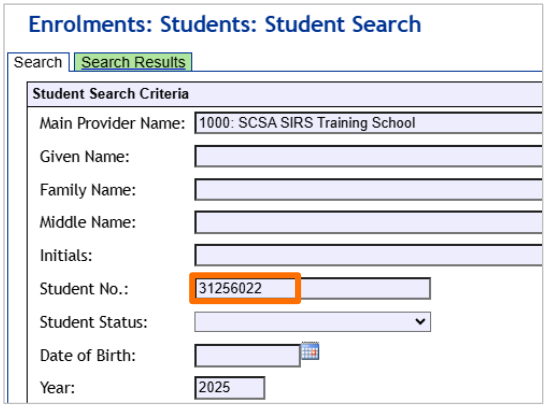
Student details are uploaded into SIRS via the student registration and demographic file (SRGDG). Once the information is uploaded, it can be viewed in the **Student Maintenance** section in SIRS. These details can only be changed by uploading the relevant file. The school must contact dataservices@scsa.wa.edu.au to have the following fields amended, as they cannot be altered by uploading the SRGDG file:

- **Given Name**
- **Family Name**
- **Date of Birth**
- **Gender**
- **Academic Year.**

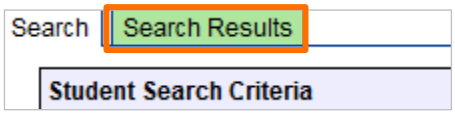
To view student details:

1. In the blue horizontal navigation bar, hover over the **Enrolments** tab.
2. Click on **Student Enrolment** and then **Student Maintenance**. The **Student Search** fields will appear.
3. To view a student record (see screenshots below), you can either enter their:
   - **Given Name** and **Family Name**, or
   - Student number (WASN).





4. Click on the **Search** button or the **Search Results** tab (see screenshot below) or press **Enter** on your keyboard.

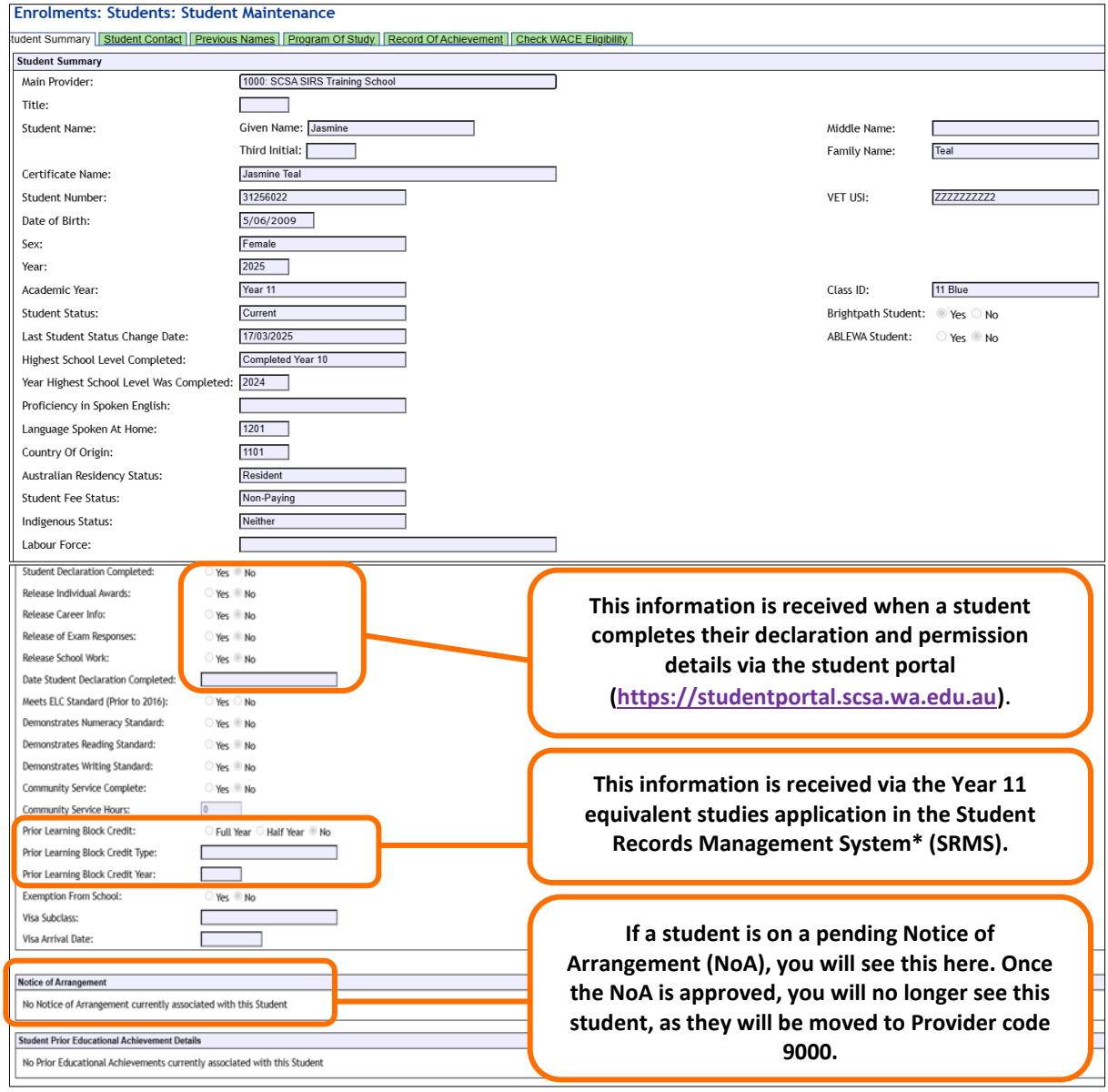


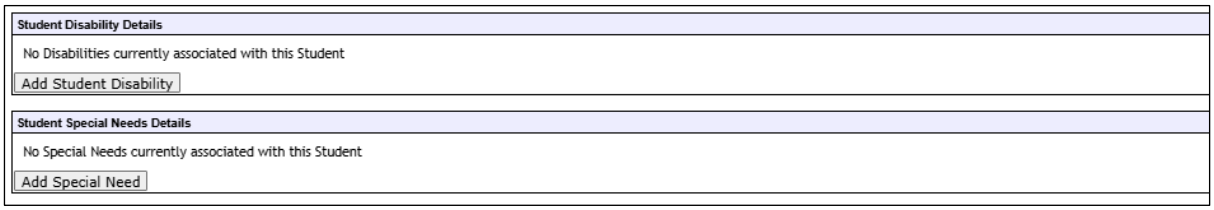
A number of tabs sit under the **Student Maintenance** section of SIRS:

- **Student Summary**
- **Student Contact**
- **Previous Names**
- **Program Of Study**
- **Record Of Achievement**
- **Check WACE Eligibility.**

4.4.1 Student summary

This section contains the student's personal information, including equivalence information for Year 11 studies overseas/interstate and any visa/residency information (see screenshot below).

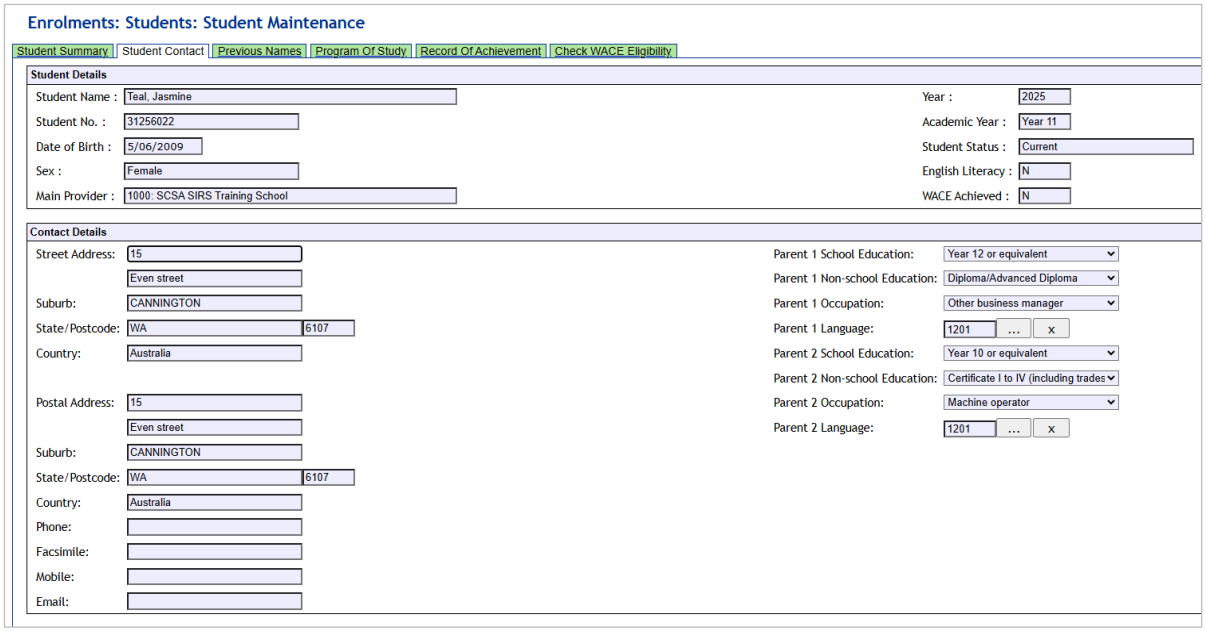




*Guides are available on the Authority website on the Year 11 equivalent studies page (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/year-11-equivalent-studies).

4.4.2 Student contact details

This section contains information about the student's telephone number and home and postal addresses (see screenshot below).

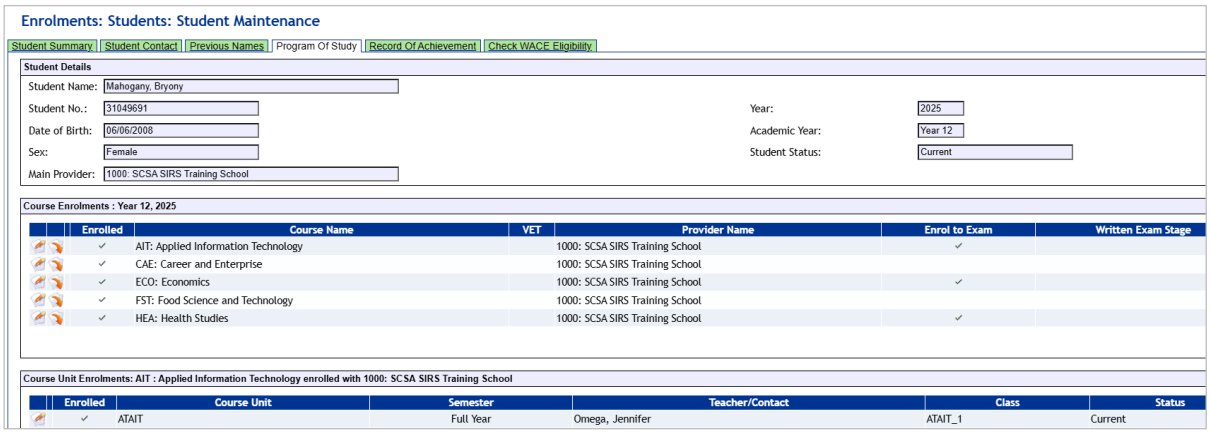


4.4.3 Previous names

This section contains information about a student's previous names, if this information has been provided to the Authority.

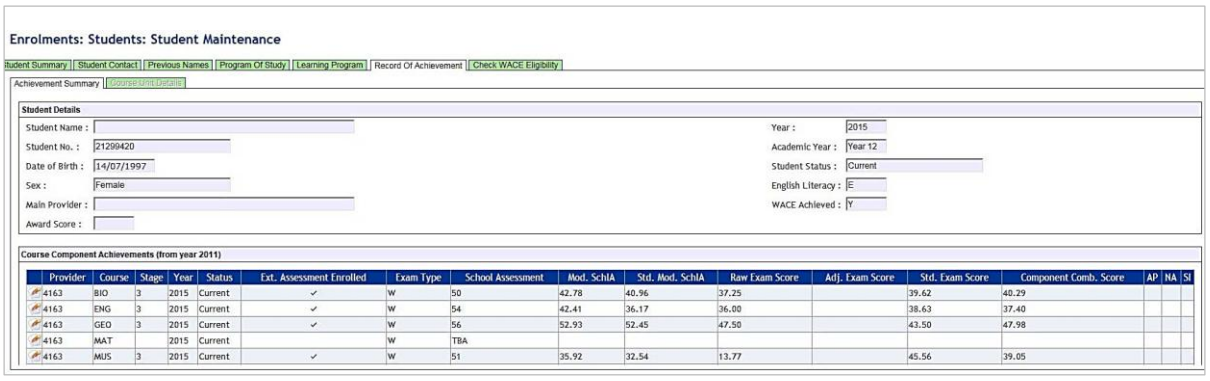
4.4.4 Program of study

This section shows all the course units, VET units of competency and endorsed programs that a student has been enrolled in via ENCOS, ENVET and ENEND upload (see screenshot below).



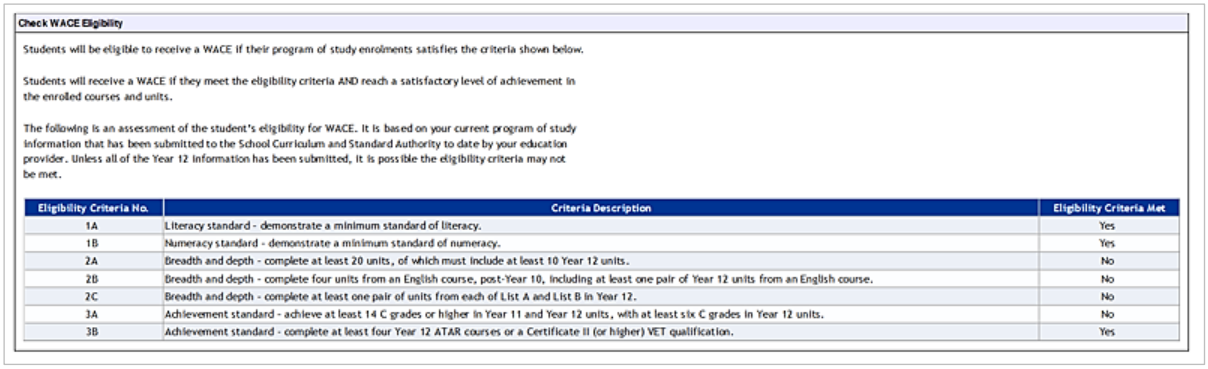
4.4.5 Record of achievement

This section will only show examination results once student results have been uploaded (see screenshot below).



4.4.6 Check WACE eligibility

This section shows which WACE eligibility criteria need to be met (see screenshot below).



4.5 Recording student registrations

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, contact the software supplier or refer to Section 15: Database programs.

If your school records data in Excel, it must be formatted correctly. Failure to format data correctly will prevent it from being uploaded into SIRS. Refer to the following instructions on how to set up an Excel database to record student registration and demographic information.

4.6 Setting up an Excel database for student registration and demographics

Schools that use Excel as their database to enter student registration and demographic information are required to lay out data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Record type	Provider code	Calendar year	Western Australian student number (WASN)	Student title	Student family name	Student given name	Student middle name	Student third initial	Certificate name	Date of birth	Gender	Status
2	SRGDG	1000	2025	31243144		Blue	Florian			Florian Blue	11/02/2021	M	1
3	SRGDG	1000	2025	31460730		Green	Rose			Rose Green	21/10/2019	f	1
4	SRGDG	1000	2025	31587837		Brown	Watson			Watson Brown	14/09/2018	M	1

The screenshot above shows a section of the required format for the student registration and demographic database in Excel. For example, the **Record type** is required in Column A, the **Provider code** is required in Column B (a provider is a school or organisation authorised to offer the WACE) etc. One row of information must be provided for each student.

The layout requirements for all columns in a student registration and demographic Excel database are specified in Table 10. Refer to the notes below this table (under SRGDG column details), which provide specific information requirements for each column. Screenshots of all required columns are included following the table.

Notes:

- Once the database has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 10: Section 4 – Excel format for student registration and demographic files (SRGDG)

Column number	Column reference	Field name	Comment
1	A	Record type	SRGDG Maximum field length = 5

Column number	Column reference	Field name	Comment
2	B	Provider code (a provider is a school or organisation authorised to offer the WACE)	Mandatory Maximum field length = 10 Unique code for a course provider
3	C	Calendar year	Mandatory Maximum field length = 4 Must be current year in yyyy format
4	D	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
5	E	Student title	Optional Maximum field length = 20 e.g. Mr, Mrs, Miss, Ms
6	F	Student family name	Mandatory Maximum field length = 40 Legal family name of student
7	G	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Legal given name of student
8	H	Student middle name	Optional Maximum field length = 40
9	I	Student third initial	Optional Maximum field length = 1
10	J	Certificate name	Optional Maximum field length = 81 As printed on the certificate Recommend using title case, not block capitals
11	K	Date of birth	Mandatory Maximum field length = 10 Must be valid past date In dd/mm/yyyy format
12	L	Gender	Mandatory Maximum field length = 1 M for male or F for female or X for other
13	M	Status	Mandatory Maximum field length = 1 1 = Currently at provider 2 = Deceased student 3 = Left secondary education 4 = Left from this provider 5 = Left Western Australia
14	N	Home address line 1	Mandatory Maximum field length = 50
15	O	Home address line 2	Optional Maximum field length = 50

Column number	Column reference	Field name	Comment
16	P	Home suburb	Mandatory Maximum field length = 50
17	Q	Home state	Mandatory for Australia, but optional if home country (field #19) is not Australia Maximum field length = 30
18	R	Home postcode	Mandatory for Australia, but optional if home country (field #19) is not Australia Maximum field length = 10
19	S	Home country	Optional Maximum field length = 30
20	T	Postal address line 1	Mandatory Can be same as home address (field #14) Maximum field length = 50
21	U	Postal address line 2	Optional Can be same as home address (field #15) Maximum field length = 50
22	V	Postal suburb	Mandatory Can be same as home address (field #16) Maximum field length = 50
23	W	Postal state	Mandatory for Australia, but optional if postal country (field #25) is not Australia Can be same as home address (field #17) Maximum field length = 30
24	X	Postal postcode	Mandatory for Australia, but optional if postal country (field #25) is not Australia Can be same as home address (field #18) Maximum field length = 10
25	Y	Postal country	Optional Maximum field length = 30
26	Z	Academic year	Mandatory Maximum field length = 2 Must be either K, PP or 01–12
27	AA	Australian residency status	Mandatory Permanent resident, citizen or country of birth = Australia or New Zealand Maximum field length = 1 Y or N
28	AB	Student fee status	Mandatory Maximum field length = 1 Y = required to pay full fees N = not required to pay full fees
29	AC	Home phone number	Optional Maximum field length = 20
30	AD	Alternate/mobile number	Optional Maximum field length = 20

Column number	Column reference	Field name	Comment
31	AE	Email address	Optional Maximum field length = 80
32	AF	Fax number	Optional Maximum field length = 20
33	AG	Student's previous family name	Optional Maximum field length = 40
34	AH	Student's previous given name	Optional Maximum field length = 40
35	AI	Exemption from school	Mandatory Is the student currently exempt from school under Section 11 of the *School Education Act 1999*? Maximum field length = 1 Y or N
36	AJ	Country of birth identifier	Optional, but mandatory if visa subclass supplied (field #55) Maximum field length = 4 Refer to the Standard Australian Classification of Countries (https://www.abs.gov.au/statistics/classifications/standard-australian-classification-countries-sacc/2016)
37	AK	Language spoken at home identifier	Optional Maximum field length = 4 Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) (1201 = English)
38	AL	Proficiency in spoken English	Optional 1 = very well 2 = well 3 = not well 4 = not at all Maximum field length = 1
39	AM	Labour force identifier	Optional Maximum field length = 2 01 = full-time employee 02 = part-time employee 03 = self-employed 04 = employer 05 = employed – unpaid work in a family business 06 = unemployed – seeking full-time job 07 = unemployed – seeking part-time job 08 = not employed – not seeking employment
40	AN	Highest school level completed	Optional Maximum field length = 2 02 = did not attend school 08 = Year 8 or below 09 = Year 9 or equivalent 10 = completed Year 10 11 = completed Year 11 12 = completed Year 12

Column number	Column reference	Field name	Comment
41	AO	Year highest school level completed	Optional Maximum field length = 4 In yyyy format
42	AP	Prior education achievement 1	Optional Maximum field length = 3 008 = Bachelor Degree or higher 410 = Advanced Diploma or Associate Degree level 420 = Diploma level 511 = Certificate IV 514 = Certificate III 521 = Certificate II 524 = Certificate I 990 = misc. education
43	AQ	Prior education achievement 2	Optional Maximum field length = 3 008 = Bachelor Degree or higher 410 = Advanced Diploma or Associate Degree level 420 = Diploma level 511 = Certificate IV 514 = Certificate III 521 = Certificate II 524 = Certificate I 990 = misc. education
44	AR	Prior education achievement 3	Optional Maximum field length = 3 008 = Bachelor Degree or higher 410 = Advanced Diploma or Associate Degree level 420 = Diploma level 511 = Certificate IV 514 = Certificate III 521 = Certificate II 524 = Certificate I 990 = misc. education
45	AS	Disability code 1	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified

Column number	Column reference	Field name	Comment
46	AT	Disability code 2	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
47	AU	Disability code 3	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
48	AV	Disability code 4	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
49	AW	Disability code 5	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified

Column number	Column reference	Field name	Comment
50	AX	Disability code 6	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
51	AY	Disability code 7	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
52	AZ	Australian Aboriginal or Torres Strait Islander	Mandatory Maximum field length = 1 1 = Aboriginal 2 = Torres Strait Islander 3 = Aboriginal and Torres Strait Islander 4 = Neither 9 = Not stated
53	BA	Date of status	Mandatory (related to field #13) Maximum field length = 10 In dd/mm/yyyy format
54	BB	Hours of community service	Optional Numeric (integer) or blank Maximum field length = 3
55	BC	Visa subclass	Optional Maximum field length = 10
56	BD	Arrival date	Optional Mandatory, if visa subclass supplied (field #55) Maximum field length = 8 Must be valid past date In dd/mm/yyyy format
57	BE	VET USI	Optional Maximum field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for unit of competency result to contribute towards the WACE requirements

Column number	Column reference	Field name	Comment
58	BF	Parent 1 school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 1 = Year 9 or equivalent or below 2 = Year 10 or equivalent 3 = Year 11 or equivalent 4 = Year 12 or equivalent
59	BG	Parent 1 non-school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 5 = Certificate I to IV (including trades) 6 = Diploma/Advanced Diploma 7 = Bachelor Degree or higher 8 = No non-school education
60	BH	Parent 1 occupation	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 1 = Senior management 2 = Other business manager 3 = Tradesperson, clerk, sales and service staff 4 = Machine operator 8 = Not in paid work 9 = Not stated/unknown
61	BI	Parent 1 main language other than English spoken at home	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 4 Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) (1201 = English)
62	BJ	Parent 2 school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 1 = Year 9 or equivalent or below 2 = Year 10 or equivalent 3 = Year 11 or equivalent 4 = Year 12 or equivalent
63	BK	Parent 2 non-school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 5 = Certificate I to IV (including trades) 6 = Diploma/Advanced Diploma 7 = Bachelor Degree or higher 8 = No non-school education

Column number	Column reference	Field name	Comment
64	BL	Parent 2 occupation	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 1 = Senior management 2 = Other business manager 3 = Tradesperson, clerk, sales and service staff 4 = Machine operator 8 = Not in paid work 9 = Not stated/unknown
65	BM	Parent 2 main language other than English spoken at home	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 4 Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) (1201 = English, 0000 = Not stated/unknown)
66	BN	Class identification	Mandatory Years K–6 Optional Years 7–12 Maximum field length = 20 Free text up to 20 characters
67	BO	Brightpath project student	Mandatory Maximum field length = 1 Y or N
68	BP	ABLE*WA* project student	Mandatory Maximum field length = 1 Y or N

Excel database for student registration and demographics (SRGDG)

See below for a complete breakdown of the fields within the SRGDG database.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Record type	Provider code	Calendar year	Western Australian student number (WASN)	Student title	Student family name	Student given name	Student middle name	Student third initial	Certificate name	Date of birth	Gender	Status
2	SRGDG	1000	2025	31243144		Blue	Florian			Florian Blue	11/02/2021	M	1
3	SRGDG	1000	2025	31460730		Green	Rose			Rose Green	21/10/2019	f	1
4	SRGDG	1000	2025	31587837		Brown	Watson			Watson Brown	14/09/2018	M	1

N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Home address line 1	Home address line 2	Home suburb	Home state	Home postcode	Home country	Postal address line 1	Postal address line 2	Postal suburb	Postal state	Postal postcode	Postal country	Academic year	Australian residency status	Student fee status
135	north street	Cannington	WA	6107	Australia	135	north street	Cannington	WA	6107	Australia	K	Y	N
246	South avenue	Cannington	WA	6107	Australia	246	South avenue	Cannington	WA	6107	Australia	PP	Y	N
159	West boulevard	Cannington	WA	6107	Australia	159	West boulevard	Cannington	WA	6107	Australia	1	Y	N

AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
Home phone number	Alternate/mobile number	Email address	Fax number	Student's previous family name	Student's previous given name	Exemption from school	Country of birth identifier	Language spoken at home identifier	Proficiency in spoken English	Labour force identifier	Highest school level completed	Year highest school level completed
9555 5555	0415 555 555	student1@student.com				N	1101	1201				
9666 6666	0416 666 666	student2@student.com				N	1101	1201				
9777 7777	0417 777 777	student3@student.com				N	1101	1201				

AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
Prior education achievement 1	Prior education achievement 2	Prior education achievement 3	Disability code 1	Disability code 2	Disability code 3	Disability code 4	Disability code 5	Disability code 6	Disability code 7	Australian Aboriginal or Torres Strait Islander	Date of status	Hours of community service	Visa subclass	Arrival date
										9	17/03/2025	0	500	25/05/2023
										4	17/03/2025	0		
										4	17/03/2025	0		

BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP
VET USI	Parent 1 school education	Parent 1 non-school education	Parent 1 occupation	Parent 1 main language other than English spoken at home	Parent 2 school education	Parent 2 non-school education	Parent 2 occupation	Parent 2 main language other than English spoken at home	Class identification	Brightpath project student	ABLEWA project student
ZZZZZZZZZ1	3	5	3	1201	4	5	3	1201	K Red	Y	N
ZZZZZZZZZ2	4	5	9	1201	3	6	9	1201	PP Blue	Y	N
	2	8	8	1201	1	8	4	1201	1 Red	N	N

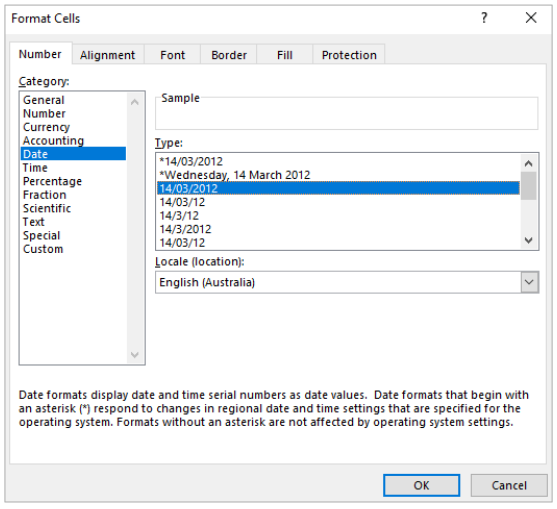
Notes to table

Formatting cells for date of birth

Excel may convert a date of birth entered as dd/mm/yyyy format to mm/dd/yyyy. This will prevent validation of the file.

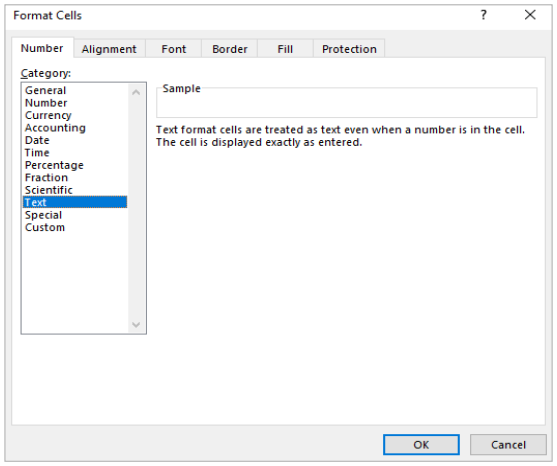
Before entering the date of birth:

1. Click on the top of the required column to highlight the whole column.
2. Right-click the mouse.
3. Choose **Format cells**.
4. Click on the **Number** tab.
5. Under **Category**, click on **Date**.
6. Under **Type**, select the third entry from the top (14/03/2012 – without an *).
7. Click on the **OK** button.



Leading zero in a number

To prevent Excel automatically removing a number that leads with a zero, such as a mobile number, you will need to format the cell.



To do this:

1. Click on the top of the required column to highlight the whole column.
2. Right-click the mouse.
3. Choose **Format cells**.
4. Click on the **Number** tab.
5. Under **Category**, click on **Text**.
6. Click on the **OK** button.

4.6.1 SRGDG column details

One row of information must be provided for each student.

Record type (Column A)

This is always SRGDG for this type of file.

Provider code (Column B)

The four-digit school code.

Note: a provider is a school or organisation authorised to offer the WACE.

Calendar year (Column C)

The current calendar year.

Western Australian student number (WASN) (Column D)

All students in Kindergarten to Year 12 require a WASN. This includes students who are currently attending the school, and those who have been enrolled at any time during the selected school year but have now left. It will not be possible to upload your SRGDG file until all students have been allocated a WASN in SIRS.

- **Kindergarten students**
  Schools are able to request WASNs for Kindergarten students directly from SIRS. Following this process, an email will be sent to the school with an attachment containing a list of numbers that can be allocated to students. This facility will be closed after Term 1 to prevent duplication of WASNs. WASNs for Year 7s will be requested by the Authority after student names have been checked for existing numbers.
- **Current roll students**
  WASNs for transferring students should be requested and entered at the point of enrolment.
- **Former students**
  Any former students who attended for more than one day within the school term should be included in the SRGDG file and must have a WASN.
- **Students who are new to the Western Australian education system**
  If the student is new to the school (i.e. arriving from another Australian state or country) and has not previously been allocated a WASN, the school will need to request a WASN by contacting the Authority at numbers@scsa.wa.edu.au.

- **Students who are transferring between Western Australian schools**
  If the student is new to the school (i.e. transferring from another Western Australian school) and has previously been allocated a WASN, it is the enrolling school's responsibility to follow up with the student's previous school and find out the missing WASN. This student must continue to use the WASN allocated by the previous school. Likewise, if a student was enrolled at your school and then left to enrol in another school, your school needs to ensure that the student is provided with their WASN.

Student title (Column E)
This is an optional field that will accept Miss, Mr, Mrs or Ms.

Student name format (Columns F–I)
The Authority recommends that student names are entered in title case rather than upper case to ensure that WACE certificates are appropriately formatted. The student name fields that must be provided to the Authority are **Student legal family name** and **Student legal given name**.

Certificate name (Column J)
This is the name the student wishes to appear on their WACE and Western Australian Statement of Student Achievement (WASSA). If no **Certificate name** is uploaded, the WACE and WASSA will print the **Student given name** and **Student family name** as uploaded.

Date of birth (Column K)
The convention for date of birth is dd/mm/yyyy.

Gender (Column L)
Student gender – M, F or X will be accepted.

Status (Column M)
The student status column advises the Authority if the student: 1 = is currently at the school, 2 = is deceased, 3 = has left secondary education, 4 = has left provider (i.e. expected to transfer into another school) or 5 = has left Western Australia.

Address information (Columns N–Y)
The Authority will only accept suburbs and postcodes recognised by Australia Post. The SRGDG file contains student home and postal addresses. Check that all suburbs and postcodes are correct. For students with an overseas address, SIRS will not ask for a postcode.

Academic year (Column Z)
This must be entered as a two-digit integer, e.g. Year 8 = 08.

Australian residency status (Column AA)
Ensure that any student who is not recorded as a permanent resident has a visa subclass number recorded. The Authority uses the Australian residency status of students to determine eligibility to receive some awards.

For the Authority's purposes, a student is considered an Australian resident if they are a permanent resident and/or were born in Australia or New Zealand. There may be some instances where a student born in Australia whose parents are on a visa also has a visa subclass and is **not** a permanent resident.

In some cases, the residency status of a student could change if permanent residency has been granted. It is important that this is reviewed periodically.

Student fee status (Column AB)
This field refers to temporary residents of Australia, without local enrolment entitlement, who are considered overseas fee-paying students. This applies to students attending school in Australia under one of the temporary visa subclasses that are not specified in the Department's *Enrolment of Students from Overseas Schedule*. These include:

- visa subclasses 400, 500 (dependent on the sector and type of study), 590, 600, 601, 602, 651 or
- bridging visa subclasses that have been granted to one of the above visas while an application for another visa is being processed.

This field is **not** to be used for Australian fee-paying students at private schools.

Contact numbers and email address (Columns AC–AF)
The phone number fields have a limit of 20 digits.

The email address field will only accept a valid email address, e.g. john.citizen@hotmail.com.

Student's previous family name (Column AG)
If the student has been known by a different family name, record it here.

Student's previous given name (Column AH)
If the student has been known by a different given name, record it here.

Exemption from school (Column AI)
This field should remain as N unless the student has been granted an exemption from school under Section 11 of the *School Education Act 1999*.

Country of birth identifier (Column AJ)
This is a mandatory field if a visa subclass has been entered. Refer to the Standard Australian Classification of Countries (https://www.abs.gov.au/statistics/classifications/standard-australian-classification-countries-sacc/2016) for further details.

Language spoken at home identifier (Column AK)
This is an optional field. Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) for further details (1201 = English).

Proficiency in spoken English (Column AL)
This is an optional field. 1 = very well, 2 = well, 3 = not well or 4 = not at all can be selected.

Labour force identifier (Column AM)
This is an optional field and refers to National Centre for Vocational Education Research (NCVER) information only. 01 = full-time employee, 02 = part-time employee, 03 = self-employed, 04 = employer, 05 = employed – unpaid work in a family business, 06 = unemployed – seeking full-time job, 07 = unemployed – seeking part-time job or 08 = not employed – not seeking employment can be selected.

Highest school level completed (Column AN)
This is an optional field mostly relevant to NCVER information. 02 = did not attend school, 08 = Year 8 or below, 09 = Year 9 or equivalent, 10 = completed Year 10, 11 = completed Year 11 or 12 = completed Year 12 can be selected.

Year highest school level completed (Column AO)
If Column AN has been completed, the calendar year the student completed that academic year can be added.

Prior education achievements (Columns AP–AR)
Prior educational achievements can be recorded in these columns, if necessary. 008 = Bachelor Degree or higher, 410 = Advanced Diploma or Associate Degree level, 420 = Diploma level, 511 = Certificate IV, 514 = Certificate III, 521 = Certificate II, 524 = Certificate I, 990 = misc. education. Record one achievement per column and each type of achievement can only be entered once. The system will not accept three entries of Certificate I.

Disability codes (Columns AS–AY)
Student disabilities can be recorded in these columns, if required. 11 = hearing/deaf, 12 = physical, 13 = intellectual, 14 = learning, 15 = mental illness, 16 = acquired brain impairment, 17 = vision, 18 = medical condition, 19 = other or 99 = unspecified can be selected. Record one disability per column.

Australian Aboriginal or Torres Strait Islander (Column AZ)
The Authority requires the Aboriginal and/or Torres Strait Islander status for all students in Kindergarten to Year 12 to be stated in the SRGDG file.

This information will be recorded in the student details fields. 1 = Aboriginal, 2 = Torres Strait Islander, 3 = Both Aboriginal and Torres Strait Islander, 4 = Not Aboriginal or Torres Strait Islander or 9 = Not stated must be selected.

Date of status (Column BA)
This refers to the date a student's status changes, i.e. they have just enrolled or transferred from another school, left your school, left the state or are deceased.

Hours of community service (Column BB)
Where a school provides the Authority with the actual number of hours completed by students over Years 10, 11 and 12, the statement **<Student Name> has completed X hours of community service** will be reported on a student's WASSA.

For students who have not completed any reported community service, there will be no statement about community service recorded on their WASSA. Further information is available on the Authority website on the Community Service page (https://senior-secondary.scsa.wa.edu.au/certification/wassa/community-service).

Visa subclass (Column BC)
All students not flagged as a permanent resident should have a visa subclass number recorded.

Arrival date (Column BD)
For students with a visa subclass number, the arrival date of entry into Australia is to be recorded.

VET USI (Column BE)
Schools can enter a student's VET Unique Student Identifier (USI) in this field and upload it as part of the SRGDG file. Any changes to the VET USI will require schools to upload a new SRGDG file. This number can then be viewed on the **Student Summary** screen in SIRS.

Parent 1 school education (Column BF)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
0 = Not stated/unknown, 1 = Year 9 or equivalent or below, 2 = Year 10 or equivalent, 3 = Year 11 or equivalent, or 4 = Year 12 or equivalent can be selected.

Parent 1 non-school education (Column BG)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
0 = Not stated/unknown, 5 = Certificate I to IV (including trades), 6 = Diploma/Advanced Diploma, 7 = Bachelor Degree or higher, or 8 = No non-school education can be selected.

Parent 1 occupation (Column BH)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
1 = Senior management; 2 = Other business manager; 3 = Tradesperson, clerk, sales and service staff; 4 = Machine operator; 8 = Not in paid work; or 9 = Not stated/unknown can be selected.

Parent 1 main language other than English spoken at home (Column BI)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) for further details (1201 = English).

Parent 2 school education (Column BJ)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
0 = Not stated/unknown, 1 = Year 9 or equivalent or below, 2 = Year 10 or equivalent, 3 = Year 11 or equivalent, or 4 = Year 12 or equivalent can be selected.

Parent 2 non-school education (Column BK)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
0 = Not stated/unknown, 5 = Certificate I to IV (including trades), 6 = Diploma/Advanced Diploma, 7 = Bachelor Degree or higher, or 8 = No non-school education can be selected.

Parent 2 occupation (Column BL)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
1 = Senior management; 2 = Other business manager; 3 = Tradesperson, clerk, sales and service staff; 4 = Machine operator; 8 = Not in paid work; or 9 = Not stated/unknown can be selected.

Parent 2 main language other than English spoken at home (Column BM)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) for further details (1201 = English).

Class identification (Column BN)
This is a mandatory field for students in Years K–6. It is optional for students in Years 7–12. It is used to identify which class group the student is in.

Brightpath project student (Column BO)
This field should be Y if the student is in the Brightpath program.

ABLE*WA* project student (Column BP)
This field should be Y if the student is in the ABLE*WA* program.

4.7 Saving data for upload into SIRS

Once all required information has been entered into a database, the data must be saved or exported as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.

4.7.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. SRGDG
SSSS = the provider/school code, e.g. 1000
TT = S1, S2, Y1 for semester or year-long data
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined data.

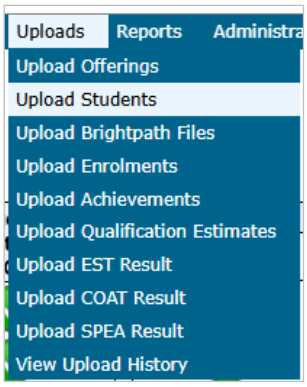
Example: the file name of registration and demographic information of students from provider/school 1000 for Year 12 would be **SRGDG1000Y1Y12.CSV**.

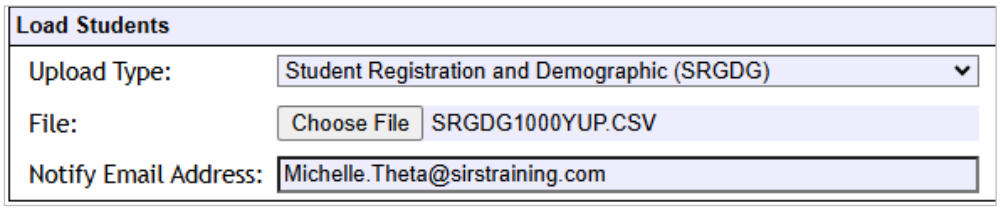
4.8 Uploading data into SIRS

Once data has been saved as a **.CSV** file, it can be uploaded into SIRS.

To upload student registration and demographics:

1. In the blue horizontal navigation bar, hover over the **Uploads** tab (see screenshot to the right).
2. Click on **Upload Students**. The **Upload Students** fields appear.
3. In **Report Type**, select **SRGDG**.
4. To locate the required file on your computer, click on the **Choose File** button.
5. The **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored and click on it.
6. Click on the **Open** button. The drive, folder's path and file name will appear in the **File** field (see screenshot below).





Note: for most **RTP/SIS government schools**

- the export path will be **K:\keys\integris\outbox**
- depending on the academic year of students enrolled in courses, student registration and demographic files should follow the naming convention **SRGDGssssY1YUP.CSV**, where **ssss** is the school code.

Note: the email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.

7. Click on **Upload File for Processing**, or you can click on the **Close** button to exit without continuing with the upload.

   Note: you can check the progress of your upload in either your email inbox or in **Private Messages**, available from the home page of the SIRS website.

4.8.1 Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages.

Successfully verified
The system will place the file in the queue for processing, and you will receive another email regarding processing.

Successfully processed
The system has processed the file and there were no problems found.

Processed with warnings
This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored, but some warnings must be dealt with if students' registrations and/or enrolments are affected.

Example of a processed file with warnings message:

The Student Registration and Demographic (SRGDG): SRGDG1000Y1Y11.csv has been successfully processed but has recorded the following warnings.

Warning occurred on record: 12 (Student: 31702536: Charcoal, Aster Date of Birth 03/07/2007). The following errors were found in the record:

- This record has been ignored, as you are not defined in SIRS as the Main Provider of the Student. Only the Main Provider can update Student Registration details. If you are the Main Provider of the Student, you will need to contact the School Curriculum and Standards Authority to get this changed. If you are no longer the Main Provider of the Student, please adjust your records accordingly.

Warning occurred on record: 3 (Student: 31475288: Magenta, Violet Date of Birth 06/03/2012). The following errors were found in the record:

- This record has been ignored, as the academic year of student with student number 31475288 does not match with the current record. Email Data Services at dataservices@scsa.wa.edu.au for further assistance.

Failed verification
The system is unable to verify the file and send for processing, as there are errors that need to be fixed.

> Example of a failed file verification message:
>
> The Student Registration and Demographic (SRGDG): SRGDG1000S2Y11.csv has failed verification due to the following errors.
>
> Error occurred on record 13 (Student: 31475288: Magenta, Violet Date of Birth 06/03/2012). The following errors were found in the record:
>
> Home Suburb OSBORNE PARK was not a valid Australian suburb with postcode 6019 in WA. Please check that the suburb is valid under 'Administration > Suburb Postcode Search'.

Failed processing
The system was able to verify the file, but there were errors that prevented the information from being processed by SIRS.

> Example of a failed file processing message:
>
> The Student Registration and Demographic (SRGDG): SRGDG1000Y1YUP.CSV has failed processing due to the following errors.
>
> Error occurred on record 348 (Student: 31475288: Magenta, Violet Date of Birth 06/03/2012). The following errors were found in the record:
>
> Differing student details (Family Name: Magenta, Given Name: Violet, Date of Birth: Violet) already exists in the system with the specified student number: 31475288.
>
> Contact Data Services at dataservices@scsa.wa.edu.au to get this changed.

Check all error messages produced by SIRS and try to resolve them. To assist you with resolving errors, refer to Troubleshooting in this section. If the issue has not been resolved, email Data Services at dataservices@scsa.wa.edu.au.

4.8.2 Upload confirmation

You can expect a message reporting the progress of your file upload within 15 minutes in either your email inbox or in **Private Messages**, available from the home page of the SIRS website. Processing time depends on the number of files already queued in the system as well as the size of the files to be processed.

Note: when you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Your **Upload Status** (available on the home page of the SIRS website) will also change once a file has been successfully uploaded.

See the following visual representation for a key to the **SRGDG Upload Status** icons.

Icon	Meaning
	Successful upload
	Data not uploaded successfully
	Time to update data in SIRS – re-upload
	Processed with warnings
	Your school may not have data for this section
	Locked to schools – no further uploads into the SIRS database

4.9 Troubleshooting

Some of the common error messages that arise when uploading the SRGDG file are listed below. Against each error message are suggestions to assist in resolving these issues.

Table 11: Section 4 – Common error messages for the SRGDG file upload and possible solutions

Example error messages	How to resolve the problem
25035625 is not a valid student number	If the WASN has been mistyped in the school's database, correct the data, generate a new file and try the upload again. If the Authority has provided the number, contact dataservices@scsa.wa.edu.au to resolve this error.
Academic Year 13 must be a number between K and 12	The academic year must be a value between K and 12. Check the data in your school system's database, generate a new file and try the upload again.
Another student already exists in the system with the specified student number: 19105959	Either another student is already registered under the specified number, or the same student is registered under the specified number but with a different date of birth. Contact dataservices@scsa.wa.edu.au to resolve this problem.
Australian Aboriginal or Torres Strait Islander was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again. The valid codes are: 1 = Aboriginal, 2 = Torres Strait Islander, 3 = Aboriginal and Torres Strait Islander, 4 = Neither or 9 = Not stated.
Calendar year must be the current year	You can only upload students for the current year. If you need to update student details for past years, contact dataservices@scsa.wa.edu.au.
Home address line 1 was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.

Example error messages	How to resolve the problem
Home suburb BELMONT was not a valid Australian suburb with postcode 6101 in WA	The suburb specified does not exist according to the Australia Post database. Suburb names and postcodes must be correct. These details can be checked under the Administration > Suburb Postcode Search > Maintenance menu in SIRS.
Home suburb was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Invalid COS Provider Code 4000 for year current year	The provider code you have supplied is not a valid code for the current year. Correct the details within the school's database, generate a new file and try the upload again. If you believe your provider code is valid, contact dataservices@scsa.wa.edu.au.
Invalid country code 510546	The code must be a valid country code (not a name). Refer to the Standard Australian Classification of Countries (https://www.abs.gov.au/statistics/classifications/standard-australian-classification-countries-sacc/2016).
Invalid DOB: 1/18/1996	The date of birth must be a valid date. Correct the data in the school's database, generate a new file and try the upload again.
Invalid language spoken at home 4202002	The code must be a valid language code (not a name). Refer to the Australian Standard Classification of Languages https://www.voced.edu.au/content/ngv%3A20199 (1201 = English).
Postal address line 1 was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Postal suburb was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Record type must be: SRGDG Note: usually followed by a number of other error messages for each record in the file	You are uploading a file that is not an SRGDG file; however, at the time of upload, you selected this as your upload type. It is possible that you have either selected the wrong file to upload or selected the wrong upload type. Check what you are uploading and select the appropriate upload type for the file. Note: this error also occurs if your file is saved as an **.XLS** file instead of a **.CSV** file.
Student identified by number: 24373211 has a name other than specified: xxx, yyy	The student's name is different from the one in SIRS. Check the student's details in your school's database, generate a new SRGDG file and upload it again to update the name of the student. If the student has changed their name or there is an incorrect spelling, contact dataservices@scsa.wa.edu.au to make these changes.

Example error messages	How to resolve the problem
Student number not specified	The WASN is missing. Check the data in your school's database, generate a new file and try the upload again. If the student does not have a number, contact dataservices@scsa.wa.edu.au to request one.
The number of columns for this file must not be less than 68. Make sure the uploaded file is a valid file (.CSV or fixed length format) and matches with the selected type of Student Registration (SRGDG)	You are uploading a file that is not in **.CSV** format. If you have opened the file previously in Excel, then it is likely the file is saved in Excel format. Reopen the file in Excel, select **File**, **Save As** and select the **Save As** type as a **.CSV** file, save the file and upload it again. This error can also occur when the final column is expected to have information in it, but nothing has been entered. This error can be overcome by entering a space using the space bar into the column for each student.
The specified student's previous name is being ignored, as it is exactly the same as student name specified in this record	You are submitting an SRGDG file that contains a student with a previous name the same as their current name. In this instance, SIRS will not process the previous name of the student; however, all other records in the file have been processed, including any other changes to this student record. This is a warning message only and, in most cases, can be ignored.
This record has been ignored, as you are not defined in SIRS as the Main Provider of the Student. Only the Main Provider can update Student Registration details. If you are the Main Provider of the Student, contact dataservices@scsa.wa.edu.au to get this changed	You are trying to upload student registration or demographic data when you are not defined in SIRS as the Main Provider. Your file has been processed, but this record was ignored, as only the Main Provider can update student details. If you are the Main Provider of the student, as the student has recently transferred to your school, contact dataservices@scsa.wa.edu.au to resolve this issue. Not being the Main Provider of a student will not prevent you from enrolling the student into offerings or providing an achievement.
We are unable to process this record as the last date for demographic changes to Year 12 for the current year has passed. Contact dataservices@scsa.wa.edu.au if you still need to make changes to your students' data	You are trying to upload student registration or demographic data after the last date for changes to Year 12 student data has passed. You will be unable to upload this file and must contact dataservices@scsa.wa.edu.au if you need to make changes to your students' records. The database is generally only locked for Year 12 uploads in late November/early December each year.
Invalid arrival date: 4072008	You are uploading data with students who have visa subclass information, and the arrival date is in an incorrect format. Format as either dd/mm/yyyy or as text and ensure there is a 0 in front of any single-digit date.
Arrival date not specified	You are trying to upload data where there is visa subclass information. However, in Column BD, there is no arrival date. The system will always look for an arrival date where there is visa subclass information.

4.10 Further help

For issues relating to the information contained in the *Data Procedures Manual 2027*, email Data Services at dataservices@scsa.wa.edu.au.