School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 15:
Database programs

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15.1 Overview

A number of software programs are used by schools to record student and school information. These include, but are not restricted to, Civica School Manager (CSM), Administration of Schools (AoS), Reporting to Parents (for most public schools), SEQTA, Synergetic, Zunia and SchoolPRO. Contact information and 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.

15.2 Civica School Manager

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

15.3 Administration of Schools

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

15.4 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.

For assistance with the Reporting to Parents, contact their help desk on 9264 5555.

15.5 SEQTA

For assistance with SEQTA, visit https://www.tes.com/en-au/for-schools/seqta.

15.6 Synergetic

For assistance with Synergetic, visit https://www.tes.com/en-au/for-schools/synergetic.

15.7 Zunia

For assistance with Zunia, visit https://www.tes.com/en-au/for-schools/zunia.

15.8 SchoolPRO

For assistance with SchoolPRO, visit https://schoolpro.help.tes.com/support/home.