School Curriculum
and Standards
Authority

2018

Student Registration Procedures Manual

PRIMARY STUDENTS ONLY

![School Curriculum and Standards Authority]

Student Registration Procedures Manual 2018 – Primary Students Only

Contents

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Section 1: Overview

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1.1   About the Student Information Records System (SIRS)

Under legislation, schools are required to provide the following information to the School Curriculum and Standards Authority (Authority):

- courses and programs provided by schools (secondary only)
- student registration and demographics
- student enrolment details (secondary only)
- student achievements (secondary only).

Schools use a variety of database programs to record this information. The data is then provided to the Authority by uploading it to the Student Information Records System (SIRS).

The Authority uses this information in various ways, including:

- the coordination of examinations (secondary only)
- reporting on student information and achievement (secondary only).

The School Curriculum and Standards (SCS) Division of the Department of Education collects data on behalf of the School Curriculum and Standards Authority. Schools provide data to SCS to be reported to and used by the Authority.

Schools can also use this information to provide a wide range of reports to parents (see Reports for details).

1.2   Processes

There are three processes involved in providing information to the Authority:

- recording data
- saving data
- uploading data.

1.   Recording data

Data can be entered into school database systems, including (but not restricted to) Civica MAZE, Integris (SIS), 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 Database programs for links to user manuals.

This manual provides instructions to schools on how to set up different types of databases in Microsoft Excel®. It is critical that data is formatted correctly. Failure to do so will prevent the data from being uploaded into SIRS. Refer to instructions in the relevant section of this manual on how to set up a spreadsheet in Excel.

2.   Saving data

Whatever database software a school uses, information is required to be saved as a **.CSV** (comma delimited) file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

3. Uploading data

The Authority receives school data when files are uploaded into SIRS (https://sirs.scsa.wa.edu.au). All files are uploaded using the **Uploads** tab in SIRS (see screen shot below).

Schools using the Brightpath program, or ABLE*WA* program, or implementing NAPLAN online will be required to Upload Students to SIRS.

Schools using the Brightpath program will be required to Upload Teachers to SIRS.

Each file can provide optional information as well as mandatory information required by the Authority. Files that do not have information in the mandatory fields cannot be uploaded into SIRS.

1.3   Deadlines

Schools will be advised of deadlines required to upload their data to SIRS through eCirculars, reminder emails and messages on the Welcome Page of SIRS.

In order for SCS to support the Authority to meet its obligations, schools are required to report different types of activities at appointed times throughout the school year. Refer either to the home page of SIRS or to the *Activities Schedule* on the Authority website for deadlines.

The deadlines **must** be adhered to, otherwise your students may be at risk of not having correct enrolment and achievement data recorded in the Authority's SIRS.

1.4   Reports

Once data is uploaded into SIRS, schools can generate a variety of reports. For the full list of reports, refer to Reports.

1.5   Support

For issues relating to the information contained in this document, email the Data Services team at dataservices@scsa.wa.edu.au.

1.6   More information

The Authority has a number of publications relevant to different areas – in particular it is recommended that school personnel sign-up for the *Kto10 Circular* on the Authority website via www.scsa.wa.edu.au. Online training modules are available in SIRS.

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Section 2: Getting started and administration

## Contents

2.1   Logging on

Contact the SIRS helpdesk sirshelp@scsa.wa.edu.au for initial login and password allocation, if this has not already been sent to you. You will be required to change your password at the initial login.

1. Click on the following URL to launch the Student Information Records System (SIRS): https://sirs.scsa.wa.edu.au. The following screen will appear:
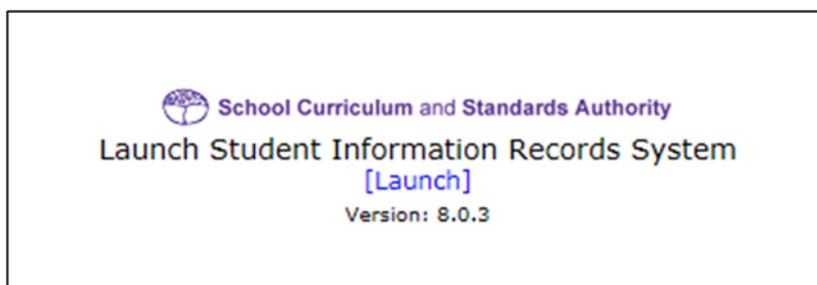
> Tip: Add this page to your favourites for quick access in the future.

2. Click on **[Launch]**. The **Login** screen will appear (see below).

3. Add your **Username**. This consists of the letter **p** followed by your school code. If you are a SIRS administrator, your username will be **p****** and **no alpha character** (letter) after the school code (a SIRS administrator has the authority to create user accounts but not another administrator account). If you are not an administrator, your username will end with an alpha character, e.g. p1234b.
4. Enter your **Password**. This should be a minimum of eight digits, with at least one capital letter and one number.
5. Click on **Login** or press **Enter** on your keyboard.
   Note: you cannot leave the **Username** or **Password** fields blank to enter SIRS.
6. The **Welcome to SIRS** screen will appear with the main horizontal menu bar at the top.

2.2   A tour of SIRS

The **Welcome to SIRS** page has a number of elements:

- horizontal navigation bar at the top of the page (see screen shot below)
- important dates
- upload status.

2.2.1   Home page

2.2.1.1   Horizontal navigation bar

The blue horizontal navigation bar has a number of menu items, including:

- **Providers**, **Enrolments**: these are pages for different types of data reporting activities required by the Authority
- **Uploads**: allows data to be uploaded from your computer into SIRS
- **Reports**: allows schools to generate a wide range of reports based on the data uploaded into SIRS
- **Administration**: allows the user to search for suburb and postcode information
- **Security**: allows management of user accounts (e.g. passwords, email addresses, roles)
- **Online Training**: offers comprehensive and easy-to-follow training modules that run for about five minutes. Topics include: Getting Started, Uploads, Reports and Troubleshooting.

2.2.1.2   Deadlines

In order for the Authority to meet its obligations, schools are required to report different types of activities at appointed times throughout the school year. Refer either to the home page of SIRS or to the *Activities Schedule* on the Authority website for deadlines.

The deadlines **must** be adhered to otherwise your students may be at risk of having not having correct enrolment and achievement data recorded in SIRS.

2.3 Managing your account

2.3.1 Changing your password

1. In the horizontal blue navigational bar, hover over the **Security** menu item (see screen shot above).
2. Click on **My Details**.
3. Click on **Change Password**.
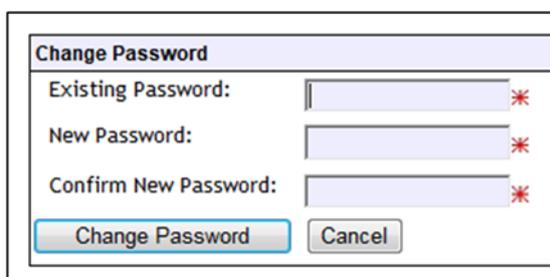
4. Enter your **Existing Password**.
5. Enter your **New Password**.
6. Confirm your **New Password**.
7. Click on **Change Password** button.

2.3.2 Changing the primary email address

To ensure you receive emails generated by SIRS, it is necessary that your email address is correct.

1. In the horizontal blue navigational bar, hover over the **Security** menu item (see top screen shot on this page).
2. Click on **My Details**.
3. Place your cursor in the email field and update the address if required.
4. Click on **Save My Details** (at the bottom of the screen).

2.3.3 Changing the secondary email address

If you job share or need a backup while you are on leave, you will need a second person to receive emails from SIRS and need to add a secondary address for receiving email alerts:

1. In the horizontal blue bar, hover over the **Security** menu item.
2. Click on **My Details**.
3. Add new address in the **CC Email** field.
4. Click on **Save My Detail**s at the bottom of the screen.

2.4   Managing other user accounts

To administer other user accounts, you must have the **Manage provider member login IDs role** enabled in your user account.

2.4.1   Accessing other user accounts

1.   Hover over the **Security** tab.

Select **Users**. The **User Search** will appear (see screen shot below).

2.   Enter your **login ID** (e.g. p1234).
3.   Ensure the **User Type** is **Provider**.
4.   Click **Search**. You will see a list of accounts held under your school's ID (see screen shot below). Under the **Status** column accounts may display as **Inactive** along with the **Active** accounts.

2.4.2 Managing roles of other user accounts

When using SIRS, there may be times when users will require additional/elevated access within the system. For example, only an administrator has initial access to the **Detailed written examination feedback (Maximising feedback)** (secondary only) reports. However, they can delegate this role to other staff.

Only an **Administrator** can change the roles of a user account. To carry out the following instructions, you must have the **Manage provider member login IDs role** enabled in your user account.

1. Hover over the **Security** tab.
2. Select **Users**.
3. Enter your **login ID** (e.g. p1234).
4. Ensure the **User Type** is **Provider**.
5. Click **Search**. You will see a list of accounts held under your school's ID (see screen shot below). Some accounts in the **Status** column may display as **Inactive** along with **Active** accounts.

6. Click on the user account you want to add roles to. You will see a **Roles** tab (coloured green) to the right of the **User Details** tab (see screen shot below).


7. Click on the **Roles** tab. You will see the roles assigned to users and a description of the role (see screen shot below).

You are now ready to add, remove or query roles (see instructions below).

2.4.2.1 Add a user role

1. Click on the **Assign to Role** button at the bottom of the field (see screen shot below).
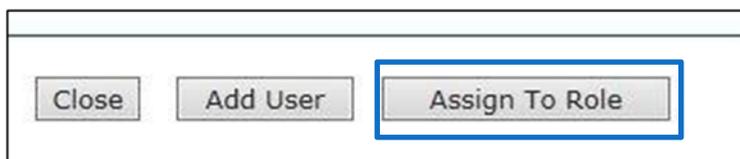
2. Click on the **document icon** to the left of the role you wish to assign. In the next screen, this role will be displayed in a list of roles and their descriptions (see screen shot below).

3. Click on **Close**. The new role is now added to the nominated user account.
4. Repeat above steps to add more than one role for a user.

2.4.2.2 Query a role

To open a detailed description of a role, click on the **document icon** .

2.4.2.3 Delete a role

To remove a User Role, click on the **delete icon** .

2.4.3 Create a new user account

The following instructions are to create a new user account for any role other than an Administrator. Note: it is best for any person who is new to the administrator role to simply overwrite the existing **Administrator** account details by entering their name and email address.

To create accounts with roles other than Administrator roles.
1. Hover over the **Security** tab (in the top blue navigation bar).
2. Select **Users**.
3. Enter your **login ID** (e.g. p1234).
4. Ensure the **User Type** is **Provider**.
5. Click **Search**. You will see a list of accounts held under your school's ID.

6. Click on the **document icon** next to one of the inactive accounts you wish to be allocated to the new user. **Security: User Details** will appear, prompting you to fill in the **User Details** (see screen shot below).
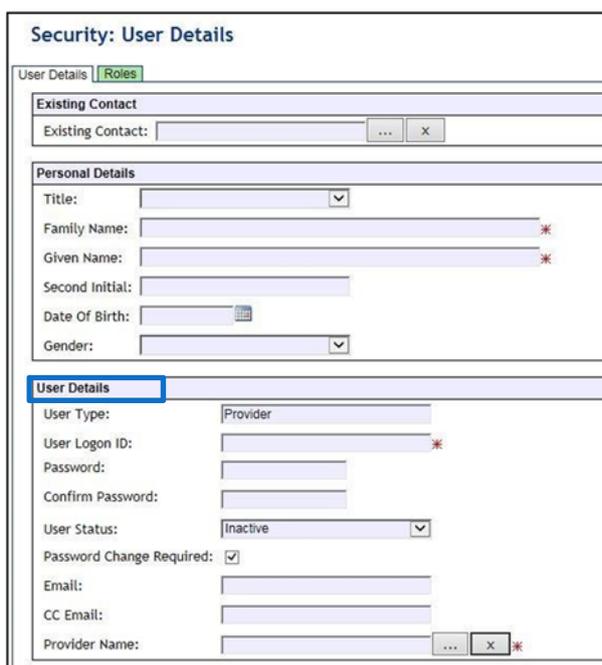
7. You must fill in the fields that are tagged with red asterisks (*).
8. You are strongly recommended to enter an email address to ensure the staff member receives verification and processing upload messages.
9. You may also wish to enter the other details.
10. The **User Type** shall always remain as **Provider** (unless specified otherwise).
11. Type in a new password.
12. In the status window, ensure the account is changed from **Inactive** to **Active**. (This can be changed back to Inactive once a staff member leaves or no longer requires access).
13. Tick **Password Change Required** box to ensure the account holder changes the password on initial login.
14. Once all fields are populated, click the **Save** button.

The new user account will now be created and is active. The person using the account will be prompted to change their password on their first login.

For any problems with logging in and passwords, contact sirshelp@scsa.wa.edu.au.

2.5   Updating provider (school) information on SIRS
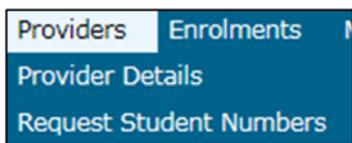
Details about your school or registered training organisation are located under the **Providers** tab, in the top blue navigation bar (see screen shot to the right). This information is now to be updated in SIRS by schools. The school user with the p**** login to SIRS (no alpha character) has access to update some of this information.

The range of information to be updated includes

- **Estimated number of teachers**
- **Estimated number of students for Years K–12**, this information is required to be added/updated on the system at the commencement of each year
- **If VET is offered at school** (secondary only)
- **Member (staff) details and role held.**

To access your organisation's details in the **Provider details**:

1. Hover over the **Providers** tab.
2. Click on **Provider details**. The screen below will appear.

3. Your **Provider Code** will appear automatically based on your login information.
4. Click on **Search**.

5. The **Provider details** page will appear.

Refer to the next screen shot for the full range of information available in the **Provider details** tab. Use the scroll button on the right hand side to view the whole page.

These fields cannot be edited by the school.
Contact Perpetua.Joseph@scsa.wa.edu.au if any changes are required.

Enter number of teachers at your school this year

Enter number of students anticipated in each academic year this year

Advise which Student Management Database you are using

Tick if you are offering VET to any of these academic year groups

6. Enter the number of teachers this year.
7. Enter the anticipated number of students in each academic year.
8. Tick the **Offering VET** box if you are offering VET to the specific academic year (secondary only).
9. Complete the **Student Management Database** you are using, to enable us to better assist you when uploading data to SIRS.

    Note: this information was previously entered on a form which was emailed back to SCS.

10. Click on **Save**.

Schools are required to update the information held on SIRS regarding staff holding the following positions at the school this year.

- Principal
- Endorsed Programs contact
- Enrolments contact
- Externally Set Tasks contact
- K-10 testing (NAPLAN) contact
- M&S contact
- IT contact for OLNA testing (secondary only)
- School contact for OLNA testing (secondary only)
- Student Registration contact
- VET contact (secondary only)
- ATAR Exam contact (secondary only).

1. Click on the **Provider Members** tab.

If this position already exists at your school – you can change the position attached to a name as follows.

2. Click on **Edit Provider Member**.

3. Choose the new position from the drop down list.
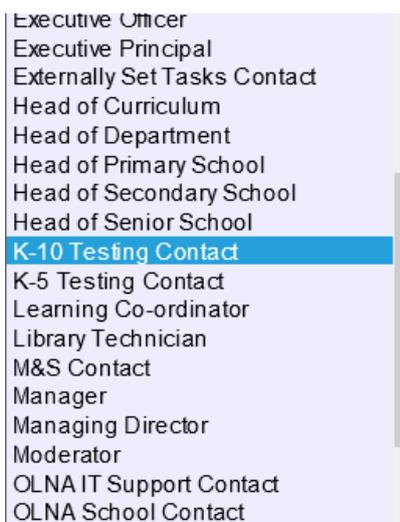
```
Executive Officer
Executive Principal
Externally Set Tasks Contact
Head of Curriculum
Head of Department
Head of Primary School
Head of Secondary School
Head of Senior School
K-10 Testing Contact
K-5 Testing Contact
Learning Co-ordinator
Library Technician
M&S Contact
Manager
Managing Director
Moderator
OLNA IT Support Contact
OLNA School Contact
```

4. Click on **Save**.
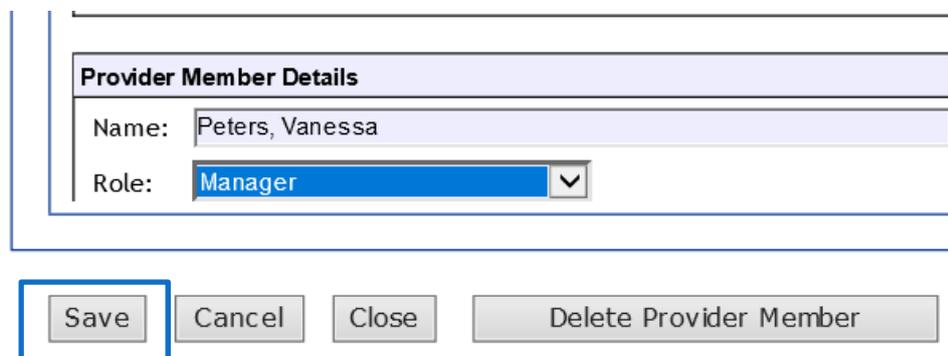
Provider Member Details

Name:	Peters, Vanessa
Role:	Manager

| Save | Cancel | Close | Delete Provider Member |

If you have a new Principal this year

5. Click on the **Delete** icon.

| | | | Principal | | Parker, Marie |

6. Click on **OK**.
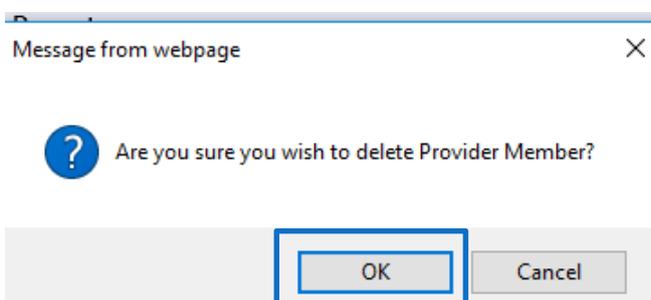
Message from webpage   ✕

?   Are you sure you wish to delete Provider Member?

| OK | Cancel |

7. Then add your new Principal by clicking on **Add Provider Member**.

Close	Add Provider Member
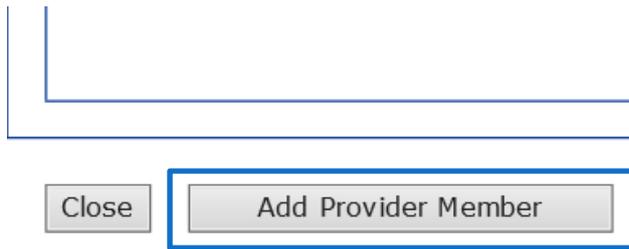
8. Use the look up box to find the correct name.

Contact Search

Search	Search Results

Contact Search Criteria

Contact Family Name:	Parker
..Incl Previous Surname:	☐
Contact Given Name:	
Search Type:	Individual Search ▼
Role:	▼
Employee ID:	
HRMIS ID:	
TRBWA:	
Teacher Only:	☐
Employee Only:	☐
Status:	▼
Email Address:	

Contacts: Contact Search

Search	Search Results

Contact Search Results

	Employee ID	TRBWA	Given Name	Middle Name	Family Name	Previous Surn
		32011425	Marie	Nicole	Parker	
		33062002	Maree	Grace	Parker	
	56302		Matthew		Parker	
		33069041	Michael	Charles	Parker	
		33085173	Michelle		Parker	
	402150		Marie		Parker	

9. Select the correct person by clicking on the document to the right.
10. Choose the **Role** from the drop down list again.

11. Click on **Save**.

12. Ensure we have the correct email address for the Preferred Contact. Click on **Display Provider Member Contact Details** to update.

13. Ensure preferred method is **Email** by using the drop down box.
14. And preferred location is Work.

15. And ensure the email address is added in the correct field for **Work Email**.

Once all relevant positions have been updated, this will ensure the correct person received emails and other correspondence from SCS.

If you cannot find a teacher / contact person when you look up their details, please contact Perpetua.Joseph@scsa.wa.edu.au and ask her to add the person to SIRS. This will be the case with new teachers who have not been registered on SIRS before.

2.5.1.1　Searching for a postcode or a suburb

1. Hover over the **Administration** tab in the top blue navigation bar (see screen shot below).

2. Click on **Suburb Postcode Search and Maintenance**. The form fields for **Search Results** will appear (see screen shot below).
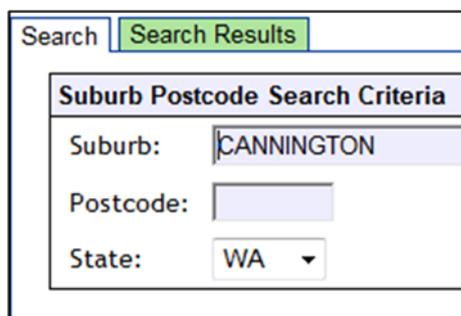
3. Fill in the **Suburb** name or the **Postcode**, depending on your search requirements.
4. Results for **Postcode** and **Suburb** will appear. Click on the appropriate entry.

2.5.1.2　Maintaining your school's contact details

To update a provider postcode, email updated information to dataservices@scsa.wa.edu.au.

2.6　Further help

For issues relating to the information contained in the *Student Registration Procedures Manual 2018*, email the Data Services team at dataservices@scsa.wa.edu.au.

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Section 3: Student registration and demographics for Brightpath, NAPLAN online, and ABLE*WA* schools

Contents

3.1 Western Australian Student Number (WASN)

Previously referred to as an SCSA student number, the eight digit number allocated to Western Australian students by the Authority is now referred to as a Western Australian student number (WASN).

3.2 Student registration requirements

All students enrolled in the Brightpath or ABLE*WA* programs or NAPLAN online need a record to be held by the School Curriculum and Standards Authority. This requires that each student is allocated a unique identifier – an eight digit student number.

> If none of your students have a student number because you have not used Brightpath or NAPLAN online previously, email numbers@scsa.wa.edu.au and a member of staff will assist.
>
> If most of your students have a student number, but there are a few who do not, check first with each student's previous school or check in SIRS (see Section 3.2.1) and then email numbers@scsa.wa.edu.au with the student's legal surname, first name, date of birth and academic year if you cannot determine whether they have been allocated a number already.
>
> A number will be provided for the student which you can then upload as part of your SRGDG file.

Refer to **Request/Search WA Student Numbers–other than Kindergarten**.

3.2.1 Important dates

Refer to the front page of SIRS for dates the student registration information is required by the Authority.

3.2.2 Request to change student academic year

At times students need to change their academic year – for Primary Students, contact a member of the Data Services team at dataservices@scsa.wa.edu.au and request the change. This **cannot** be done by uploading the SRGDG file.

3.3 Request WA Student Number (WASN) – Kindergarten

This process is to only request **Kindergarten** WA Student Numbers. To request numbers for students who are in other academic years, refer to **Search for WA Student Numbers–other than Kindergarten**.

1. Click **Providers** on the blue horizontal menu bar.

2. Click **Request Student Numbers** (see screen shot below).
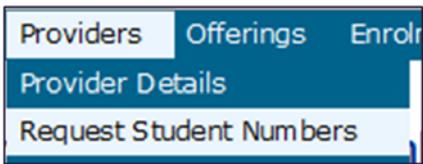
3. The **Providers**: **Student Number Request Search** screen appears (see screen shot below). Click the **Add Request** button.
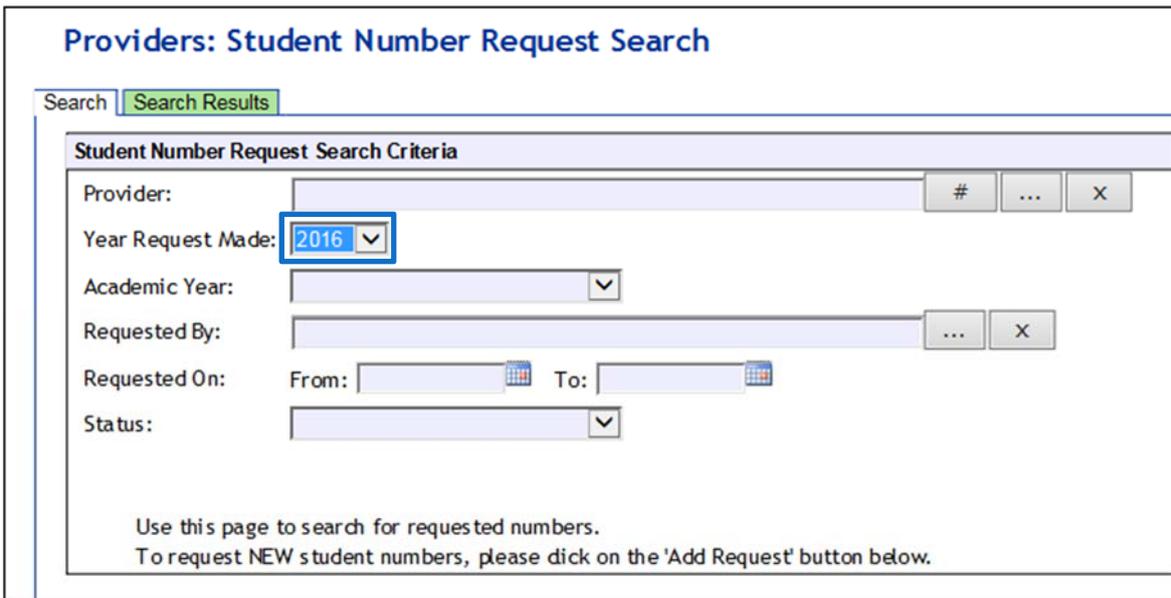
4. The **Providers**: **Student Number Request Details** page appears (see screen shot below). Enter the number of Kindergarten WASNs required.
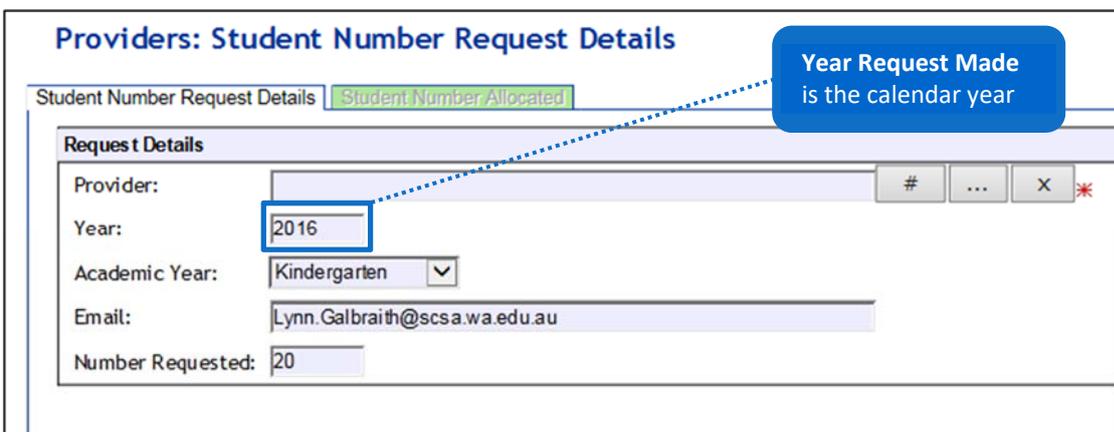
5. Check the **email address** is correct to ensure messages are sent to the right person (this information is populated from **Security > My Details area**).

6. Click on **Save**. 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 screen shot below).

7. Check details. If you make changes, click **Save** again.
8. When details are correct, click **Close** to dispatch the request for processing. Alternatively, you can click **Cancel Request**.

> Note: the information descriptor **Numbers Sourced From** will be the calendar year the student would be entering Year 8 (i.e. Year 3 numbers requested in 2018 will show that the numbers have been sourced from 2023).

The Authority will approve WA student number requests periodically. Wait for email confirmation of the numbers in an attachment emailed to your email address or through the **SIRS Private Message** section (available from the home page of SIRS). See an example of a message received through Private Message in the screen shot below.

If you do not use all the allocated numbers, it is recommended you delete them. For any new students arriving later in the year, email directly to numbers@scsa.wa.edu.au and provide the following details for each student: Family Name, Given Name, Date of Birth and Academic Year.

3.3.1   Search student numbers through SIRS

1. Start at the **Providers: Request Student Number**, which will open the **Student Number Request Search** screen (see screen shot below).
2. Click **Search** or the **Search Results** tab to display a list of requests (see screen shot below).
   If **Processed** appears under the heading **Status,** the numbers have already been allocated. The **Providers**: **Student Number Request Details** screen will appear.

3. Click the **Select** icon to select a **processed** request from the list under the **Status** heading.
4. Click the **Student Number Allocated** tab to inspect student numbers allocated (see green tab in screen shot below).

The student number details will appear (see screen shot below).

Note: you can also click **EXPORT** to have the student numbers saved as a text file. This is useful if you have deleted the confirmation email message which had the student numbers as an attachment.

3.4   Search for WA student numbers– other than Kindergarten

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

All student registrations are recorded in SIRS by the end of March in the current year. You will be able to search for students using the current year. This will then give you the student's previous school and you will know where to send the transfer note.

1.   Hover over **Enrolments** in the horizontal blue menu bar.
2.   Click on **Student Enrolment** > **Find Student Number** (see screen shot below).
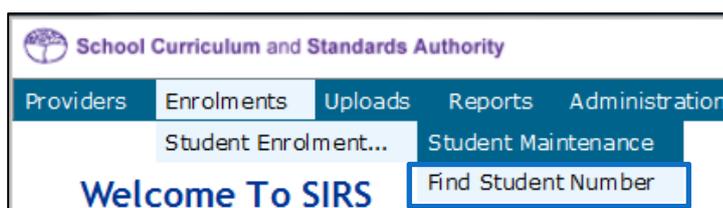
3.   The **Find Student Number** directory will appear (see screen shot below). Enter the student's **Family Name**, **Given Name** and **Date of Birth**.

4.   Click **Search**. 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 screen shot 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.), no information 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
- Previous School (if known).

3.4.1 Troubleshooting: Search WA student numbers–other than Kindergarten

What happens if the requested information does not show?

Email numbers@scsa.wa.edu.au and provide student name, academic year and date of birth.

What happens when only 2012 to 2012 is entered in the date range?

Only a result for that year will be returned.

What does it mean when the Department of Education is shown as the student's main provider?

It means the student is likely to be under a **Notice of Arrangements** for students in Years 11–12 (relevant to senior secondary only), or may have been on the **Whereabouts Unknown List** for students in Kindergarten–Year 10.

3.5 Student maintenance

Student details are uploaded into SIRS mostly in the Student Registration and Demographic File (SRGDG). Once the information is uploaded, it can be viewed in various sections of the Student Maintenance section in SIRS. These details can only be changed by uploading the relevant file. Note that the following fields cannot be altered by uploading the SRGDG file:

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

To view student details:

1. Hover over **Enrolments** in the horizontal blue navigation bar.
2. Click on **Student Enrolment > Student Maintenance**. The **Student Search** directory will appear.
3. To call up a **Student Record** (see screen shot below), you can either:

    a. enter their name (**Given Name** and **Family Name**) or
    b. enter their **WA Student Number**.

4.   Click **Search** or the **Search Results** tab (see screen shot below) or click on **Enter**.
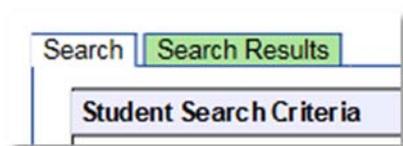
A number of tabs sit under the **Student Maintenance** section of SIRS:

- Student summary
- Student contact
- Previous names
- Program of study (only relevant to senior secondary students)
- Learning program (only relevant to senior secondary students)
- Record of Achievement (only relevant to senior secondary students)
- Check WACE eligibility (only relevant to senior secondary students).

3.5.1   Student summary

This section holds a large amount of the student's personal information, including date of birth, Indigenous status, and any visa/residency information.

3.5.2   Student contact details

Contains address and telephone number information – both home and postal addresses (see screen shot below).

3.5.3   Previous names

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

3.5.4   Program of study (relevant to senior secondary students only)

Shows all the course units, VET units of competency and endorsed programs that a student has been enrolled into (via ENCOS, ENVET and ENEND upload).

3.5.5   Learning Program (relevant to senior secondary students only)

Shows information regarding students who are on a Notice of Arrangements.

3.5.6   Record of achievement (relevant to senior secondary students only)

The **Record of Achievement** page will only show examination results once student results have been made available to students.

3.5.7 Check WACE eligibility (relevant to senior secondary students only)

This section will show which WACE eligibility criteria need to be met.

3.6 Recording student registrations

Data can be entered into school database systems, including, but not restricted to, Civica MAZE, Reporting to Parents (also known as Integris for most government schools), SEQTA and Synergetic. To find out how to record data in these systems, contact the software supplier or refer to Database programs for links to user manuals.

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

3.7 Setting up an Excel database for Student Registration and Demographics

Schools that use Microsoft Excel as their database to enter Student Registration and Demographic information are required to layout data in a specific format to ensure it can be uploaded into SIRS.

The screen shot below shows the required format in Excel for the Student Registration and Demographic file. For example, the **Record Type** is required in Column A, the **Provider Code** is required in Column B. One row of information must be provided for each student. The layout requirements for all columns in the Student Registration and Demographic Excel database are specified in the table below. Refer to notes below this table under the heading **Registration: Student Registration and Demographic .CSV file format** which provide specific information requirements for each column. Screen shots of all required columns can be found at the end of these notes.

> Note: once the table has been formatted and data entered, the Excel document must be saved as a **.CSV** (comma delimited) file before it can be uploaded into SIRS.

Figure 1: Excel format for student registration and demographic files

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Provider Code	Calendar Year	WA Student Number	Student title	Student family name	Student given name	Student middle name	Student third initial	Certificate name	Date of birth
2	SRGDG	1234	2017	32123456	Ms	Jones	Jane	Helen	S	Jane Helen Jones	7/04/2011
3	SRGDG	1234	2017	28654321	Mr	Chong	Yin	Chan	W	Yin Chan Chong	2/06/2009
4											

3.8 Registration: Student Registration and Demographic .CSV file format

The file will not upload if a Mandatory Field is left blank.

The file may not upload if a field labelled Optional, but Mandatory if certain other information is not entered.

Table 1: Section 3 – Excel format for student registration and demographic files

Column number	Column reference	Field name	Comment
1	A	Record type	SRGDG Maximum field length = 5
2	B	Provider code – your four digit school code	Mandatory Maximum field length = 10 Unique code for the 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 student number issued by the School Curriculum and Standards 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 = 30 Legal family name of student
7	G	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30 Legal given name of student
8	H	Student middle name	Optional Maximum field length = 30
9	I	Student third initial	Optional Maximum field length = 1
10	J	Certificate name	Optional Maximum field length = 61 As printed on the certificate
11	K	Date of birth	Mandatory Maximum field length = 10 Must be valid past date In dd/mm/yyyy format
12	L	Sex	Mandatory Maximum field length = 1 M for male or F for female

Column number	Column reference	Field name	Comment
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
16	P	Home suburb	Mandatory Maximum field length = 50
17	Q	Home state	Mandatory for Australia, but Optional if home country (field #19) not equal to Australia Maximum field length = 30
18	R	Home postcode	Mandatory for Australia, but Optional if home country (field #19) not equal to 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) not equal to 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) not equal to 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, 01, 02, 03, 04, 05, 06

Column number	Column reference	Field name	Comment
27	AA	Australian residency status	Mandatory Permanent resident or 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
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 = 30
34	AH	Student's previous given name	Optional Maximum field length = 30
35	AI	Exemption from school	Mandatory – Y/N Maximum field length = 1 Is the student currently exempt from school under section 11 of the *School Education Act 1999*?
36	AJ	Country of birth identifier	Optional, but Mandatory if Visa Subclass supplied (field #55) Refer to the Australian standard classification of Country codes https://www.ncver.edu.au/support/topics/avetmiss/avetmiss-systems-files Maximum field length = 4
37	AK	Language spoken at home identifier	Optional Maximum field length = 4 Refer to the Australian standard classification of language code https://www.ncver.edu.au/support/topics/avetmiss/avetmiss-systems-files (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

Column number	Column reference	Field name	Comment
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
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 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = 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 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = 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 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = misc. education

Section 3: Student Registration and Demographics File

Column number	Column reference	Field name	Comment
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
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

Column number	Column reference	Field name	Comment
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
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 Format dd/mm/yyyy
54	BB	Hours of community service	Optional Numeric (integer) or blank Maximum field length = 3

Column number	Column reference	Field name	Comment
55	BC	Visa subclass	Optional Maximum field length = 10
56	BD	Arrival date	Optional, but Mandatory if Visa subclass supplied (field #55) Maximum field length = 8 Must be valid past date Format dd/mm/yyyy
57	BE	VET USI	Optional Maximum field length = 10 Alphanumeric VET unique student identifier is required for unit of competency result to contribute towards the WACE requirements
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 language code https://www.ncver.edu.au/support/topics/avetmiss/avetmiss-systems-files (1201 = English)

Column number	Column reference	Field name	Comment
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
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 language code https://www.ncver.edu.au/support/topics/avetmiss/avetmiss-systems-files (1201 = English, 0000 = Not stated/None)
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

Section 3: Student Registration and Demographics File

Student registration and demographic (SRGDG)

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Record Type	Provider Code	Calendar Year	WA Student Number	Student title	Student family name	Student given name	Student middle name	Student third initial	Certificate name	Date of birth	Gender	Status
2	SRGDG	1234	2017	32123456	Ms	Jones	Jane	Helen	S	Jane Helen Jones	7/04/2011	F	1
3	SRGDG	1234	2017	28654321	Mr	Chong	Yin	Chan	W	Yin Chan Chong	2/06/2009	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	Austrlian Residency Status	Student Fee Status
1 Unknown St		PERTH	WA	6000	Australia	PO Box 100		PERTH	WA	6000	Australia	PP	Y	N
24 The Avenue		PERTH	WA	6000	Australia	24 The Avenue		PERTH	WA	6000	Australia	3	N	Y

AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
Home phone number	Alternate/mobile number	Email address	Fax number	Previous student family name	Previous student given name	Exemption from school	Country of birth identifer	Language spoken at home	Proficiency in spoken english	Labour force identifier	Highest school level completed	Year highest school level completed
9555 5555	0415555555	Jane@hotmail.com		Smith		N	2102	1201	1			
9555 3456	0425555555	Chong@bigpond.net.au				N	6101	7104	4			

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 Sub Class	Arrival Date in Australia
			17							4	24/03/2016			
										4	24/03/2016		572	10/09/2009

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	Parent 2 School Education	Parent 2 Non-school Education	Parent 2 Occupation	Parent 2 Main Language Other than English	Class Identification	Brightpath project student	ABLE WA project student
	4	7	1	1201	4	6	8	1201		N	Y
	0	7	2	7104	3	0	9	7104		N	N

Notes to table

Formatting cell for date of birth

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

Before entering the date of birth:

1. Select the column for date of birth by clicking the top of the column. This will highlight the column.
2. Right click on 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 (14/03/2001).
7. Select **OK**.
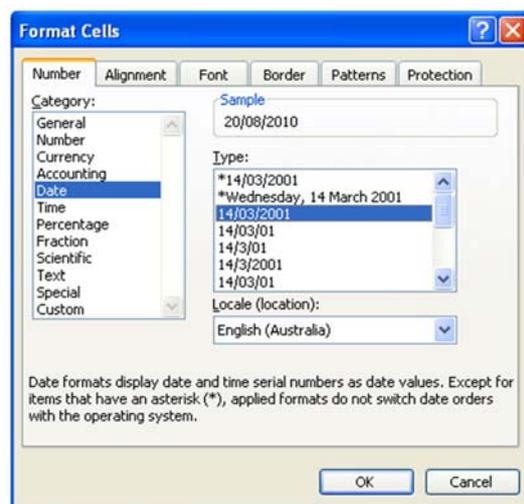
Leading zero in a number

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. Select the top of the required column. This will highlight the whole column.
2. Right click the mouse.
3. Choose **Format cells**.
4. Click on the **Number** tab.
5. Under **Category** click **Text**
6. Select **OK**.
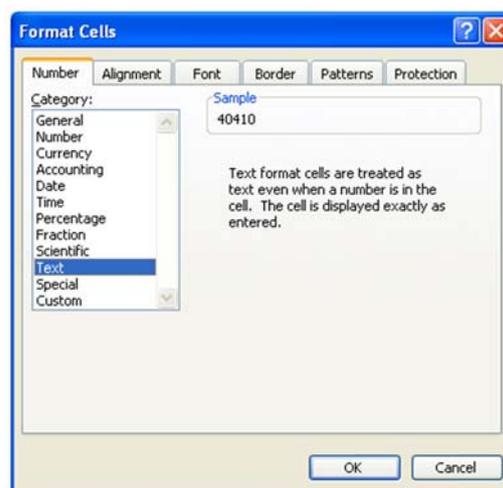
SRGDG column details

One row of information must be provided for each student.

Record type (Column A)

This is always going to be SRGDG for this type of file. SRGDG = Student Registration and Demographics.

Provider code (Column B)

The four-digit school code.

Calendar year (Column C)

The current calendar year.

Allocation of WA student numbers (WASN) (Column D)

All students registered on SIRS 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 student registration file until all students have been allocated a WASN in SIRS.

- **Kindergarten students**

  Schools are able to request a WASN for Kindergarten students directly from the student information record system (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.

- **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 student registration 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, then 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, then your school needs to ensure that the student is provided with his/her WASN.

Student title (Column E)

This is an optional field that will accept Miss, Mr, Mrs or Ms.

Student name format (Columns F, G, H, I)

The Authority recommends that student names submitted are entered in title case (Jane Student) rather than upper case to ensure that specific certification is 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) (Secondary only)

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 **Given Name** and **Family Name** as uploaded (senior secondary only).

Date of birth (Column K)

The convention for date of birth is dd/mm/yyyy.

Gender (Column L)

Student gender – M or F will be accepted.

Status (Column M)

The student status column advises the Authority if the student is 1 = currently at the school, 2 = deceased, 3 = left secondary education (relevant to Year 11 and Year 12 students), 4 = left provider (i.e. expected to transfer into another school) and 5 = left Western Australia.

Address information (Columns N–Y)

The Authority will only accept suburbs and postcodes recognised by Australia Post. The student registration file contains student home and postal addresses. Check that all suburbs and postcodes are correct. For students with an overseas address, note that SIRS will not ask for a postcode if the country is filled in as a country other than Australia.

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 a student who is not recorded as a permanent resident has a visa subclass number recorded. The Authority makes use of 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 of parents on a visa, also has a visa subclass and is NOT a permanent resident.

As this information may vary over time for some students with permanent residency being awarded, it is important that it is reviewed periodically.

Student fee status (Column AB)

This field refers to those students who are non-Australian residents, and who are attending school in Australia under one of the visa subclasses of 173, 301, 400, 405, 417, 418, 420, 421, 423, 424, 425, 445, 446, 447, 456, 459, 462, 470, 471, 488, 490, 499, 570, 571 (full fee paying international students recruited by the Department of Education), 572, 573, 574, 575, 672, 675, 676, 679, 685, 686, 695, 956, 976, and 977. Refer to the Department of Education *Enrolment of students from overseas schedule*.

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 previous family name (Column AG)

If the student has been known by a different family name, record it here.

Student 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 an N unless the student has been granted an exemption from school under Section 11 of the *School Education Act 1999*.

Country of birth (Column AJ)

This is a mandatory field if a visa subclass has been entered. Refer to the Australian standard classification of country codes https://www.ncver.edu.au/support/topics/avetmiss/avetmiss-systems-files for further details.

Main language other than English spoken at home (Column AK)

This is an optional field. Refer to the Australian standard classification of language code https://www.ncver.edu.au/support/topics/avetmiss/avetmiss-systems-files (1201 = English).

Proficiency at spoken English (Column AL)

1 = very well, 2 = well, 3 = not well, 4 = not at all.

Labour force identifier (Column AM)

This is an optional field and refers only to National Centre for Vocational Education research (NCVER) information. 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.

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, 12 = completed Year 12.

Year highest school level (Column AO)

If column AN is 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. 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 (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, 99 = unspecified. One disability can be entered per column.

Indigenous status (Column AZ)

The Authority requires the Indigenous status for all students in Years K–12 to be stated in the student registration and demographics file.

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

Date of status (Column BA)

This date refers to the date the student status changes i.e. they have just enrolled or transferred in from another school, left your school or left the state, or are deceased.

Hours of community service (Column BB) (Secondary only)

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 at the end of Year 12.

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) (Secondary only)

Schools can enter a student's VET Unique Student Identifier in this field and upload as part of the SRGDG file. Any changes to the VET USI will require a new SRGDG file to be uploaded. 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. 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, 4 = Year 12 or equivalent.

Parent 1 non-school education (Column BG)

This is a mandatory field for students in Years K–9. 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, 8 = No non-school education.

Parent 1 occupation (Column BH)

This is a mandatory field for students in Years K–9. 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, 9 = Not stated/unknown.

Parent 1 main language other than English spoken at home (Column BI)

This is a mandatory field for students in Years K–9. Optional for students in Years 10–12.

Refer to the Australian standard classification of language code https://www.ncver.edu.au/support/topics/avetmiss/avetmiss-systems-files (1201 = English).

Parent 2 school education (Column BJ)

This is a mandatory field for students in Years K–9. 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, 4 = Year 12 or equivalent.

Parent 2 non-school education (Column BK)

This is a mandatory field for students in Years K–9. 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, 8 = No non-school education.

Parent 2 occupation (Column BL)

This is a mandatory field for students in Years K–9. 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, 9 = Not stated/unknown.

Parent 2 main language other than English spoken at home (Column BM)

This is a mandatory field for students in Years K–9. Optional for students in Years 10–12.

Refer to the Australian standard classification of language code
https://www.ncver.edu.au/support/topics/avetmiss/avetmiss-systems-files (1201 = English).

Class identification (Column BN)

This is a mandatory field for students in Year K–6. Optional for students in Year 10–12. 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.

3.9 Saving data for SIRS

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

3.9.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.csv

> where XXXXX = record type e.g. SRGDG
> SSSS = the provider/school code e.g. 1234
> TT = S1, S2, Y1 for semester or year-long data
> YYY = KIN, PP, Y01, Y02, Y03, Y04, Y05, Y06 according to year group
> **or** ALL for all years combined

Example

The file name of registration and demographic information of students from provider/school 1234 for Years K–6 would be **SRGDG1234Y1ALL.CSV**.

3.10 Uploading data into SIRS

Once data has been saved as a **.CSV** (comma delimited) file it can be uploaded into SIRS.

1. Hover over **Uploads** on the main menu bar. The screen shot below shows the menu items that appear.
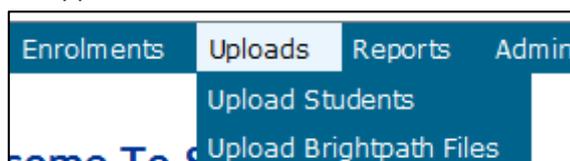
2. Click on **Upload Students**. The **Upload Students** fields appear.
3. Under **Type**, select **SRGDG**.
4. To locate the required file on your computer, click the **Browse** button.
5. On a Windows computer, the **Choose File** screen appears.

6. Navigate to the folder where the required file is stored.
7. Click on the required file.
8. Click **Open**. The drive, folders path and file name will appear in the File field (see example in the screen shot below).

Note: for most **RTP/SIS Government schools** the export path will be **K:\keys\integris\outbox**.

9. 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.
10. Click **Upload File for Processing** or you can click **Close** to exit without continuing with the upload.
11. To check the progress of the upload, check **Messages** in either your email inbox or in **Private Messages**, available from the front page of SIRS.

3.10.1   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 with warnings message

The Student Registration and Demographic (SRGDG): SRGDG1234Y1Y11.csv has been successfully processed but has recorded the following warnings:

Warning occurred on record: 12 (Student: 22082466: Black, Emma-May Date Of Birth 24/11/1998). 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 School Curriculum and Standards Authority to get this changed.

Warning occurred on record: 3 (Student: 22298524: Smith, Chuck Date Of Birth 31/03/00). The following errors were found in the record:

- This record has been ignored as the academic year of student with student number 22298524 does not match with the current record. Contact the School Curriculum and Standards Authority 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. Check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving your errors, refer to **Troubleshooting** in this section.

Example of a failed verification message

The Student Registration and Demographic (SRGDG): SRGDG1234S2Y11.csv has failed verification due to the following errors:

Error occurred on record 13 (Student: 22082466: Black, Emma-May Date Of Birth 07/08/1998). The following errors were found in this record:

- Home Suburb OSBORNE PARK was not a valid Australia suburb with postcode 6030 in WA. 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. Check all error messages produced by SIRS and try to resolve them before contacting the Data Services team by email at dataservices@scsa.wa.edu.au.

Example of a failed processing message

The Student Registration and Demographic (SRGDG): SRGDG1234Y1YUP.CSV has failed processing due to the following errors:

Error occurred on record 348 (Student: 22298524: Smith, Chuck Date of Birth 22/08/00). The following errors were found in the record:

- Another student (Name: 22298524: Smith, Chuck Date Of Birth: 22/09/1999) already exists in the system with the specified student number: 22298524.

3.10.1.1   Further help

If the information in the email is insufficient to resolve errors, refer to **Troubleshooting** in this section.

If the issue has not been resolved, contact the Data Services team by email at dataservices@scsa.wa.edu.au.

3.10.2   Upload confirmation

You will receive a message confirming successful upload in either your email inbox or in **Private Messages**, available from the front page of SIRS.

Note: if 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 front page of SIRS) will also change once a file has been successfully uploaded (see screen shot below).

Table 2: Section 3 — Upload symbols key

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 to the SIRS database

3.11   Troubleshooting

Some of the common error messages listed below arise when uploading the SRGDG file (those denoted with an * are common to uploads of all files). Against each error message are suggestions as to the cause as well as hints for resolving the problem.

Table 3: Section 3 – Example error messages for the student registration and demographic file

Example error messages	How to resolve the problem
35035625 is not a valid student number	If the WASN has been mistyped in the school's database, correct the datum, generate a new file and try the upload again. If the number has been provided by the School Curriculum and Standards Authority, you will need to contact the Authority to solve 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 upload the file 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. Call the SIRS helpdesk 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, 9 = Not Stated.
Calendar year 2016 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 the Authority.
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.
Home suburb BELMONT was not a valid Australia 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 and 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 2018	The provider code you have supplied is not a valid code for the year. Correct the details within the school's database, generate a new file and upload the file again. If you believe your Provider code is valid, you will need to contact the Authority.
Invalid country code 510546	The code must be a valid country code (not a name). Refer to the Australian Standard Classification of Country Codes.
Invalid DOB: 1/18/1996	The date of birth must be a valid date. Correct the data in the school system database, generate a new file and upload the file again.
Invalid language spoken at home 4202002	Refer to the Australian Standard Classification of Language Code. (1201 = English).

Example error messages	How to resolve the problem
Postal address line 1 was not specified	A required field is missing in your upload file. You will need to 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. You will need to 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 a student registration/demographic file. However, at upload time, 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. Re-examine what you are uploading and select the appropriate upload type for the file you are uploading. NB. This error also occurs if your file is saved as an **.XLS** file instead of a **.CSV** (comma delimited) file.
Student identified by number: 34373211 has a name other than specified: xxx, yyy	The student name is different from the one in SIRS. Check and, if necessary, change your student details within your school system, generate a new student registration file and upload the student registration file again to update the name of the student. Once updated you can then upload this file again. If the student has changed their name or there is an incorrect spelling, contact the Authority in writing to make these changes.
Student number not specified	The WASN is missing. Check the data in your school system's database, generate a new file and upload the file again. If the student does not have a number, contact the Authority to request one.
The number of columns for this file must not be less than 61. Make sure the uploaded file is a valid file in either SCSV, CSV or fixed length format and matches with the selected type of Student Registration (SRGDG)	You are uploading a file that is not in **.SCSV**, **.CSV** or fixed length 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 of **.CSV** (comma delimited) file, save the file and upload the file again. This error can also occur when the final column is expected to have information in, but there is no information to enter. This error can be overcome by entering a space using the spacebar into the column for each student.
The specified student's previous name is being ignored as it is exactly the same as the student name specified in this record	You are submitting a student registration file which contains a student that has 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 the Authority 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 SIRS helpdesk to resolve this issue. Not being the main provider of a student will not prevent you from enrolling the student into your offerings or providing an achievement for the student.

Example error messages	How to resolve the problem
We are unable to process this record as the last date for demographic changes (1/12/2018) to Year 12 for 2018 has passed. Contact the Authority 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, or other date has passed. You will be unable to upload this file and must contact the Authority if you need to make changes to your student records. The database is generally only locked for Year 12 uploads in late November/early December of each year.
Invalid arrival date: 4072008	You are uploading data with students who have visa subclass information and the arrival date is in the incorrect format. Either format as 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 where there is visa subclass information in column BH, but there is no arrival date. The system will always look for an arrival date where there is visa subclass information.

3.12   Further help

For issues relating to the information contained in the *Student Registration Procedures Manual 2018*, email the Data Services team at dataservices@scsa.wa.edu.au.

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Section 4: Teacher registration file (Brightpath schools only)

Contents

4.1 Registration of Teacher Information

- Schools using the Brightpath program are required to upload a Teacher Registration File to SIRS. This information is necessary for Brightpath to create class lists for assessment purposes.
- If this file cannot be generated by the database program in use by your school, an Excel spreadsheet will need to be created (see below).
- Note: the data in Column BN (Class Identification) on the Student Registration and Demographic File (SRGDG) should be consistent with the information in Column K (Class Identification) on the Teacher Registration File (THREG) so the student class can be matched to the relevant teacher. This would be the student's Form/Home Class/Room Number as appropriate to each school. **This should not be more than 20 characters in length**.
- If a teacher has a split class (i.e. Year 2/3), enter a row of information for each academic year, using the same Class identification (e.g. Room 14).

4.2 Setting up an Excel database for Teacher Registration

Schools that use Microsoft Excel as their database to enter Teacher Registration information are required to lay out data in a specific format to ensure it can be uploaded into SIRS.

The screen shot below shows a section of the required format in Excel for the Teacher Registration file. For example, the **Record Type** is required in Column A, the **Provider Code** is required in Column B. One row of information must be provided for each student.

The layout requirements for all columns in the Student Registration and Demographic Excel database are specified in Table 4. Refer to the notes following Table 4 which provide specific information requirements for each column. Screen shots of all required columns can be found at the end of these notes.

Note: once the table has been formatted and data entered, the Excel document must be saved as a **.CSV** (comma delimited) file before it can up uploaded into SIRS.

Figure 2: **Excel format for teacher registration file (THREG)**

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Academic Year (of class)	Calendar Year	School Code	Teacher Title	Teacher Surname	Teacher Given Name	TRBWA Number	Work Email Address	Administration Rights for Brightpath	Class Identifi-cation
2	THREG	2	2016	1234	Miss	Smith	Sally-Ann	12345456	SSmith@education.wa.edu.au	Y	Year 2/3
3	THREG	3	2016	1234	Miss	Smith	Sally-Ann	12345456	SSmith@education.wa.edu.au	Y	Year 2/3

4.3 Teacher Registration File (THREG)

See the notes following Table 4 for a complete breakdown of the fields within the THREG spreadsheet.

Table 4: Section 4 – Registration: Teacher registration .CSV file format

Column number	Column reference	Field Name	Comment
1	A	Record type	THREG Maximum field length = 5
2	B	Academic year	Mandatory Maximum field length = 2 Must be K, PP or 01–06
3	C	Calendar year	Mandatory Maximum field length = 4 Must be current year in ccyy format
4	D	Provider code	Mandatory Maximum field length = 10 Unique school code
5	E	Teacher title	Mandatory Maximum field length = 10
6	F	Teacher family name	Mandatory Maximum field length = 30
7	G	Teacher given name	Mandatory Maximum field length = 30
8	H	Teacher registration number	Mandatory Issued by TRBWA Maximum field length = 15 Must be whole number
9	I	Work email address	Mandatory Used for the User ID Maximum field length = 100
10	J	Administration rights for Brightpath	Mandatory Maximum field length = 1 Y or N
11	K	Class identification	Mandatory This is the name to identify the teacher's major class group as specified by the provider (e.g. class ABC). For a Principal/Deputy or other support staff use ADMIN. Maximum field length = 20

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Academic Year (of class)	Calendar Year	School Code	Teacher Title	Teacher Surname	Teacher Given Name	TRBWA Number	Work Email Address	Administration Rights for Brightpath	Class Identifi-cation
2	THREG	2	2016	1234	Miss	Smith	Sally-Ann	12345456	SSmith@education.wa.edu.au	Y	Year 2/3
3	THREG	3	2016	1234	Miss	Smith	Sally-Ann	12345456	SSmith@education.wa.edu.au	Y	Year 2/3

THREG column details

One row of information must be provided for each teacher and each year group they are teaching.

Record type (Column A)

This is always going to be THREG for this type of file. **Tea**c**h**er **Reg**istration.

Academic year (Column B)

One row of information for each academic year the teacher is responsible for. K = Kindergarten, PP = Pre Primary, 1 = Year 1, 2 = Year 2, 3 = Year 3, 4 = Year 4, 5 = Year 5, 6 = Year 6 and any admin positions that encompass all year groups (Principal, Deputy Principal, Support, LOTE etc).

Calendar year (Column C)

The current calendar year

Provider code (Column D)

The four-digit school code.

Teacher title (Column E)

The title the teacher is known by: Mr, Mrs, Miss, Ms, Dr etc.

Teacher family name (surname) (Column F)

This is the teacher's surname as registered with the Teacher Registration Board of WA (TRBWA).

Teacher given name (first name) (Column G)

This is the teacher's first name as registered with the Teacher Registration Board of WA (TRBWA). Note: if their full name is registered with the TRBWA, it must be used here, e.g. Jennifer, not Jenny; David, not Dave.

Teacher registration number (Column H)

The number issued by the TRBWA.

Work email address (Column I)

This is required as a login for Brightpath. Ensure it is correct.

Administration rights for Brightpath (Column J)

Y (Yes) or N (No) – mandatory to advise Brightpath who has administration rights.

Class identification (Column K)

This is required to match with the class identifier of the student – to ensure class lists are correct. It could be a class number, name or other. This is a 20 digit field.

4.4   Saving data for SIRS

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

4.4.1   File naming

The file name convention is:

XXXXXSSSSTTYYY.csv

    where **XXXXX** = record type, e.g. THREG

      SSSS = the provider/school code, e.g. 1234

       TT = S1, S2, Y1 for semester or year-long data

      YYY = ALL for all teachers

Example

The file name of teacher registration for provider/school 5034 for all teachers would be **THREG5034Y1ALL.CSV**.

4.5   Uploading data into SIRS

Once data has been saved as a **.CSV** (comma delimited) file it can be uploaded into SIRS.

1. Hover over **Uploads** on the main menu bar. The screen shot below shows the menu items that appear.
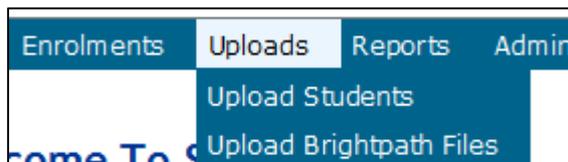
2. Click on **Upload Brightpath Files**. The **Upload Brightpath Files** fields appear.
3. Under **Upload Type**, select **Teacher Registration (THREG)**.

4. To locate the required file on your computer, click the **Browse** button.
5. On a Windows computer, the **Choose File** screen appears.
6. Navigate to the folder where the required file is stored.
7. Click on the required file.
8. Click **Open**. The drive, folders path and file name will appear in the **File** field (see example in the screen shot below).

9. 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.
10. Click **Upload File for Processing** or you can click **Close** to exit without continuing with the upload.
11. To check the progress of the upload, check **Messages** in either your email inbox or in **Private Messages**, available from the front page of SIRS.

> Note: for most **RTP/SIS Government schools** the export path will be **K:\keys\integris\outbox**.

4.5.1 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 – some warnings must be dealt with if students' registrations and/or enrolments are affected.

School Curriculum and Standards Authority

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Section 5: Reports

Contents

5.1 Reports available to schools

Schools can generate a number of reports from SIRS using the data they have uploaded.

- Brightpath
- Students.

5.1.1 Generating reports

1. Hover over the **Reports** tab in the top blue navigation bar (see screen shot below).

Uploads	Reports	Administration
	Other Reports	

2. Click on **Other Reports**.
3. The only report type available is **Students**.

Reports | Search Reports

Select a Report

Report Type:

Report : Students

Reports: Other Reports

Reports | Search Reports

Select a Report

Report Type: Students

Report :
CSE011 - Student Listing By Provider
CSE055 - Indigenous Student Listing By Provider
CSE106 - Number of Indigenous Students Registered Summary by Provider
CSE211 - Student Listing By Class
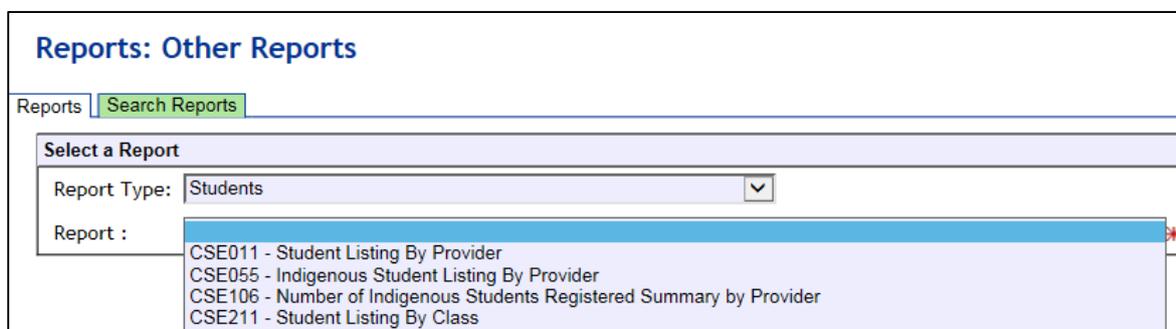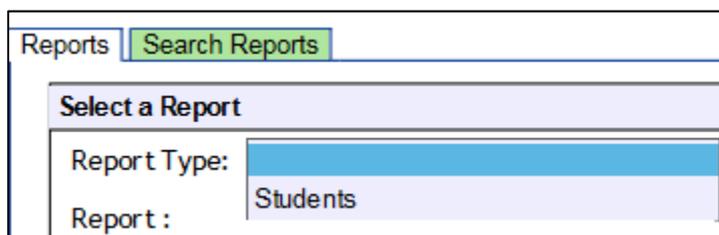
The criterion fields displayed depend on the report type you have selected:

- leaving a field blank indicates you want all items to be included in the report
- selecting a criterion indicates only those items that match will be included.

4. List Fields: Click the **List symbol** and click to select the required item.

5. Browse Fields: Click the **Browse symbol** to search for and select the required item.

6. Check Box Fields: Click the **Check Box** to activate (indicated when the tick appears).

7. Click the **Radio button** ⦿ PDF ○ CSV of the format you require the report to be created in (**.PDF** or **.CSV**).
   Note: not all reports have the **.CSV** option available.

If a field has a red asterisk next to it, you are required to enter information.

8. Click **Generate Report**. On a Windows operating system you will see a prompt to open or save your report.
9. Click **Open**.
10. **Save** document.

> Note: if you are generating large reports, or need to continue working in SIRS, it is highly recommended that you tick the Run Report as Batch box. This will generate a report and send to your Inbox once complete.
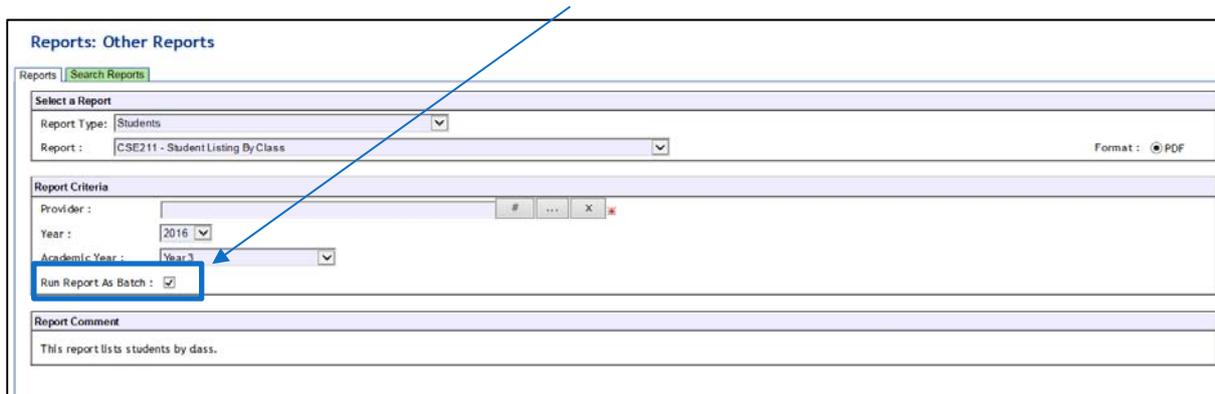
Reports: Other Reports

Reports | Search Reports

Select a Report

Report Type: Students

Report : CSE211 - Student Listing By Class   Format : ⦿ PDF

Report Criteria

Provider :

Year : 2016

Academic Year : Year 3

Run Report As Batch : ☑

Report Comment

This report lists students by class.

5.1.2   List of reports available to schools

CSE011 – Student listing by provider

This report lists students by provider in alphabetical order along with their Indigenous status, date of birth, postal address and contact telephone numbers.

CSE055 – Indigenous student listing by provider

This report lists the students at your provider who have been identified as Indigenous, or their Indigenous status has not been stated.

CSE106 – Number of Indigenous students registered summary by provider

This report lists the number of students in each academic year by Indigenous status; Aboriginal, TSI, Aboriginal and TSI, Neither or Not Stated.

CSE211 – Student listing by class

This report lists students by class.

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Section 6: Database programs

Contents

6.1 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, Reporting to Parents (for most public schools), SEQTA, and Synergetic. Links to instructions for each of these programs can be found below.

Schools without specialised software can use Microsoft 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:

- student registration and demographics
- teacher registration file.

6.1.1 Civica MAZE

A username and password is required to access instructions for the Civica MAZE database.

6.1.2 Reporting to Parents

The vast majority of public schools in Western Australia use the Reporting to Parents (RTP) database to record information. Visit their website to access:

- instructions on how to record and upload student demographic information.

6.1.3 SEQTA

A username and password is required to access general information about SEQTA general information.

6.1.4 Synergetic

User manuals can be accessed from Synergetic's website.

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Section 7: Acronyms

A list of acronyms used in this manual is provided for quick reference.

Acronym	Meaning
ABLE*WA*	Abilities Based Learning Education *Western Australia*
Civica MAZE	This is a software program utilised by some schools
.CSV	Comma-separated values file format (also, comma delimited)
dd/mm/yyyy	Date / Month / Year – i.e. 05/12/2016
.PDF	This is a file format
NAPLAN	National Assessment Program–Literacy and Numeracy
NCVER	National Centre for Vocational Education Research
RTO	Registered Training Organisation
RTP	Reporting to Parents
SCSA	School Curriculum and Standards Authority
.SCSV	Semi-colon separated values (file format)
SIRS	Student Information Record System
SRGDG	Student Registration and Demographic (file)
SEQTA	This is a software program utilised by some schools
Synergetic	This is a software program utilised by some schools
TRBWA	Teacher Registration Board of Western Australia
WACE	Western Australian Certificate of Education
WASN	Western Australian Student Number