

Student Records Management System News for secondary schools

May 2021 | Newsletter 3

Rescheduled demonstration of online language applications

The Authority decided to postpone last week's demonstration of online language applications in the Student Records Management System (SRMS) because of the recent COVID-19 restrictions and mask-wearing requirements.

We would now like to invite your teacher of language/s to attend the rescheduled demonstration. The one-hour presentation will be held at the School Curriculum and Standards Authority, 303 Sevenoaks Street, Cannington, on Tuesday 25 May, at 4 pm, and Wednesday 26 May, at 4 pm.

Please email languagesenrolment@scsa.wa.edu.au and advise your preferred demonstration date. Numbers are restricted to 25 attendees at each demonstration. A video recording of the presentation will be available after the demonstration days.

Four stages in the online submission process

During the demonstration, we will show you the four stages for schools in the submission of an online language enrolment application.

- 1) Student **submits** their application in the **student portal**
- 2) School support officer **uploads school documents** for each application in the **SRMS portal**
- 3) Teacher **endorses** each application in the **SRMS portal**
- 4) School principal or deputy principal **endorses** each application in the **SRMS portal**

When these four stages have been completed, the Authority will process all applications in the SRMS portal. The student will see their WACE language course enrolment status in the student portal and school users can monitor the progress of applications in the SRMS portal.

At the demonstration, we will provide you with student and school user guides, with step-by-step instructions for each stage of the online language application process. A link to these user guides will also be included in the next newsletter.

Transitional support

To help you get started in the SRMS portal, please find attached:

- *School administrator's guide for role assignment.*

Further information about the WACE language course enrolment process and enrolment criteria, and the user guides will be available on the Authority website soon. We look forward to the successful implementation of online language enrolment applications.