

Registration of secondary students

Contact:

Lynn Galbraith (08) 9273 6702

lynn.galbraith@curriculum.wa.edu.au

Schools and other education providers are required by legislation to register their Year 8-12 students with the Council by Friday, 28 March 2008.

Detailed instructions regarding the registration of students are available for download from the Council website at www.curriculum.wa.edu.au/Policy/Sirs_Info/Student_Registration

Instructions include:

- school information systems, data transfer
- students' file, (registration of students) [for government schools using SIS]
- Record formats for student registrations (for schools using EXCEL)
- Data transfer from providers to the Curriculum Council (for all schools)
- Student information records system (SIRS), quick reference guide, upload students (for all schools)
- Uploading – error messages (For all schools).

Student numbers

A student number is issued for each student at the start of Year 8. The Curriculum Council student number is a unique identifier and is to be used throughout the student's secondary schooling, including any non-school options (work, apprenticeships, TAFE etc). Students must be issued with one student number only. If a student has more than one student number, they risk not meeting WACE requirements since their results may be split over two or more records.

Schools can now request student numbers for Year 8 students directly from the Council's student database (SIRS). These numbers should only be used for the current intake of Year 8s.

Once students have been issued with a student number at the start of Year 8, it should only be necessary to issue numbers for students who are new to the Western Australian school system (i.e. those arriving from another Australian State or from overseas), provided they are not returning students.

Transfer of students between schools

There is a legal requirement for an enrolling school to notify a student's former school that the student has been enrolled and obtain the student number. Under the raising school leaving age legislation, the commencement of students at a school should be notified within 14 days and cessations should be notified within seven days.

Maintenance of student registration details

The Council must be informed of all changes to a student's registration details via SIRS. It is essential schools maintain accurate student records on the school's database and upload details to SIRS via student registration (STREG) files on a regular basis. Unless inaccuracies are corrected on the school database, each upload will overwrite corrections the Council has made on SIRS.

Schools can upload STREG files for individual or small numbers of students, though many schools have found that it is a good practice to upload files to SIRS regularly for all students. This is also better for managing errors.

Please note that the registration of students is a separate process to the uploading of school offerings and the enrolment of students in courses and subjects.