

Requests for Curriculum Council numbers for 2010

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Schools may now request Curriculum Council student numbers automatically through the student information record system (SIRS) for Year 8 students starting in 2010. Details of how to request numbers are in Section 5.1 of the WACE Procedures File 2009, available online at http://www.curriculum.wa.edu.au/internet/Communications/Publications/WACE_Procedures.

To better assist schools with the allocation of Curriculum Council numbers and the checking of previously allocated numbers, a new email address has been created and a central phone number established. These are listed in the contacts above.

In brief, schools are encouraged to do an initial search in SIRS for student numbers via Enrolment>Student Enrolment>Find Student Number. If no record is found, schools can email ccnumbers@curriculum.wa.edu.au and advise the following:

- your school code
- student first name
- student surname
- date of birth
- academic year
- if the student has arrived in WA from overseas or interstate.

This will enable a more comprehensive search to be undertaken before a new number is issued.

Schools with a Year 7 intake that require CC numbers in 2010 need to email ccnumbers@curriulum.wa.edu.au and advise how many numbers are required. These numbers can be allocated to your students, but **must not** be uploaded to SIRS.

Schools are requested to continue to upload their *student registration and demographic* (SRGDG) files for 2009 to ensure accuracy and consistency of all data.