

Records format for enrolments in Year 11 (D code) and Year 12 (E code) Curriculum Council subjects, 2008 (for schools using Microsoft Excel)

1.0 *Submission of enrolments*

Schools may now submit their students' enrolments using Microsoft Excel software if they do not have access to programs (eg MAZE/SIS) to produce their enrolments.

Microsoft Excel can be used to set up a spreadsheet in which the subject enrolments details for each Year 8, Year 9, Year 10, Year 11 or Year 12 student can be entered. The format of this spreadsheet is given below.

It is important to note that the students listed in the spreadsheet **must** be registered on the Student Information Records System (SIRS) before uploading the enrolment information. **If your students are not registered on the SIRS database, the Curriculum Council is unable to process your school's enrolments.**

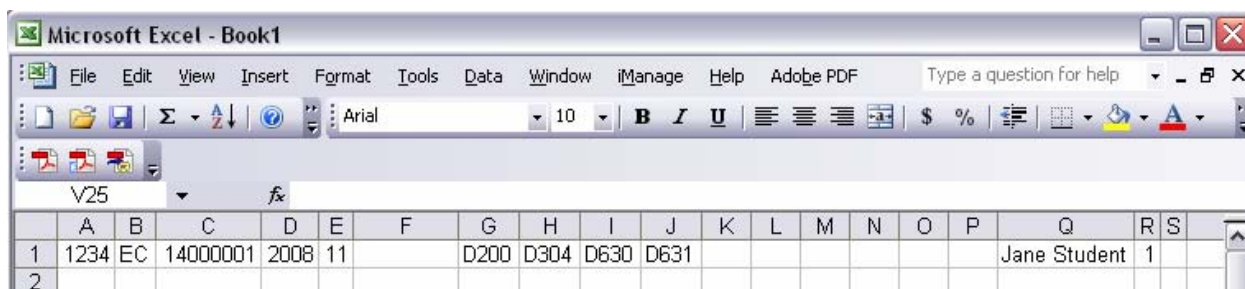
2.0 *Setting up the spreadsheet for student subject enrolments*

For each student, one row of information is required. This relates to subject data.

You may mix students of different academic years in the one file or you may choose to maintain separate files for each academic year.

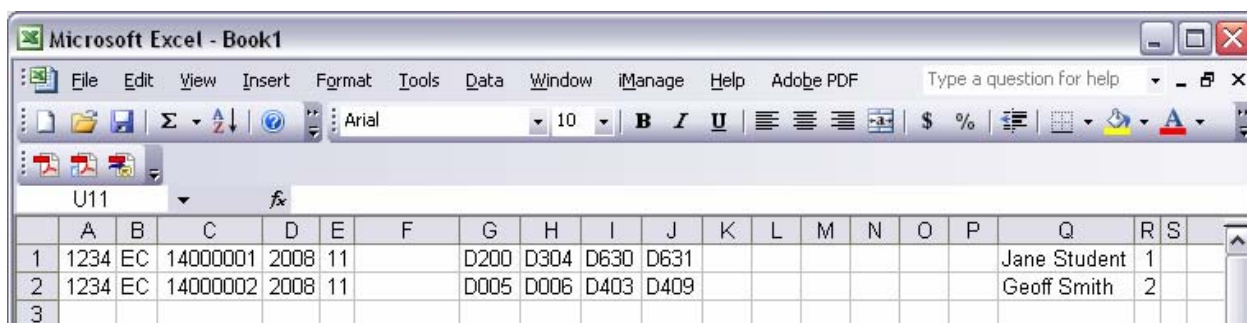
A description of what is required for that row is listed in section 3.0 *Detailed record format*, page 2.

2.1 *Sample for entering the first student's details follows:*



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	1234	EC	14000001	2008	11		D200	D304	D630	D631							Jane Student	1	
2																			

2.2 Sample for entering the second student's details follows:



3.0 Detailed record format

There is one row of information that must be provided for each student. This record relates to subject data. Note that the student registration details for the student should have been provided via the SIRS system prior to enrolling students.

The details of each column are:

Column	Maximum number of characters per column	Description
A	4	School code
B	2	Record type – must be EC
C	8	Curriculum Council student number (do not leave blank)
D	4	Calendar year of enrolment (ie 2008)
E	2	Academic year of student (ie 11)
F	15	School student ID (optional)
G	4	Subject code 1
H	4	Subject code 2
I	4	Subject code 3
J	4	Subject code 4
K	4	Subject code 5
L	4	Subject code 6
M	4	Subject code 7
N	4	Subject code 8
O	4	Subject code 9
P	4	Subject code 10
Q	64	Student name (optional)
R	4	Record sequence number (mandatory)

Note: If the field has a leading zero, as is the case for Year 8 (08) and Year 9 (09) – academic year, you will need to format the cell as Microsoft Excel will remove the zero. To put the column into the required format, before entering the academic year, you will need to do the following:

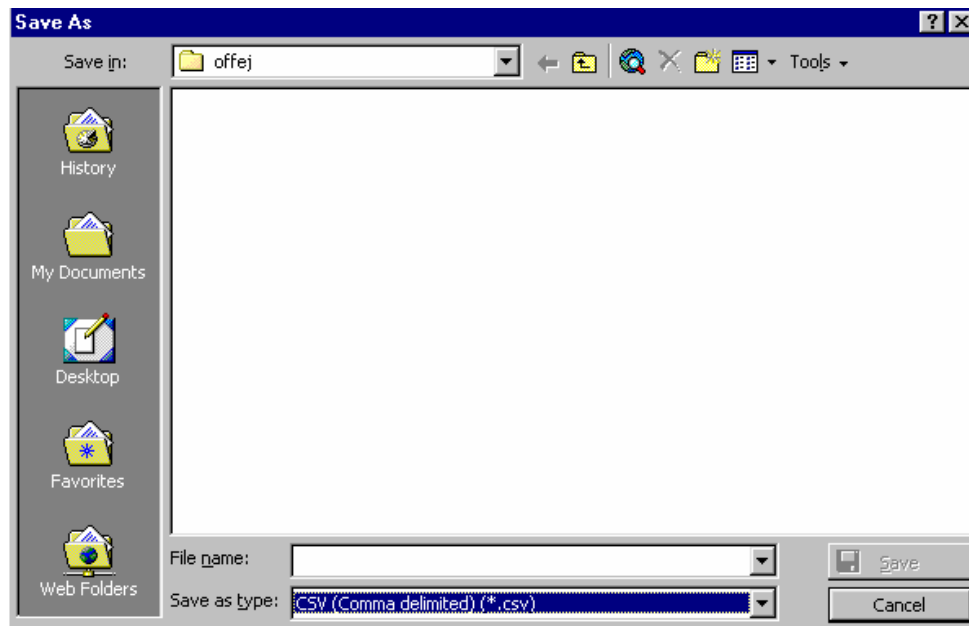
- Select the column listing academic year (column E) (the column will be highlighted)
- Click on **Format** (from the Microsoft Excel toolbar); Then click **Cells**
- Select *Text* from Category
- Select **OK**.

When the academic year is typed into the column, the leading zeros will now be preserved.

This procedure should be used where the field may have data with a leading zero.

4.0 Saving the student enrolment information

Once all of the students' data has been entered into the spreadsheet, the file needs to be saved as a csv file as indicated below.



Please select "CSV (Comma delimited) (*.csv)" as the Save As type, because by only changing the extension to .csv will result in an error when trying to upload to the Curriculum Council.

If any further changes are needed to be made to the spreadsheet, make sure you edit your original Excel document and not the .csv as opening the .csv file again will result in you losing the text formatting that was set out before (such as leading zeros).

5.0 File naming

The file name convention is of the form:

XXXXXSSSSTTTY.csv

where XXXXX = record type eg. ECENR
SSSS = the provider/school code (eg 4001)
TT = Y1 for year long data
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combine year 11 and year 12 data

For example:

a file name of enrolments records in Curriculum Council subjects from school 1002 for Year 11 would be **ECENR1002Y1Y11.CSV**

6.0 Transferring data to the Curriculum Council

Administrators will need to upload the course offering data into the Student Information Records System (SIRS). Instructions have been included in the 2008 WACE procedures manual.

