**Registration of students on the Student Information Records System (SIRS) in 2019**

School Leaders, SIRS users

Schools and other education providers are asked to note that Thursday, 14 February 2019 is the first due date for student registrations.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Registration of students on the Student Information Record System (SIRS) in 2019**

**Contact**

**Lynn Galbraith** (08) 9273 6702

[lynn.galbraith@scsa.wa.edu.au](mailto:lynn.galbraith@scsa.wa.edu.au)

[dataservices@scsa.wa.edu.au](mailto:dataservices@scsa.wa.edu.au)

Schools and other education providers are asked to note the following important dates as the absolute deadline for the initial upload of student registration and demographic information to the Student Information Records System (SIRS) in 2019. Please do not leave it until the last date to upload your data.

**Thursday, 14 February 2019**

* Initial 2019 registration and demographic information for **Years 10–12 students** (required for Online Literacy and Numeracy Assessment (**OLNA**) student lists and password generation)
* Initial 2019 registration and demographic information for **ALL Kindergarten–Year 6** students where these students attend schools either administering **National Assessment Program for Literacy and Numeracy (NAPLAN) Online** or delivering **Brightpath**
* Initial 2019 registration and demographic information for all **Year 7** and **Year 9** students where these students attend schools administering **NAPLAN Online**
* Initial 2019 registration information for all teachers where students attend schools delivering **Brightpath**.

**Thursday, 14 March 2019**

* Registration and demographic information for all remaining **Years 7–9** students is due to be uploaded to SIRS on **Thursday, 14 March 2019.**

**Thursday, 11 April 2019**

* Registration and demographic information for **Kindergarten–Year 6** students where these students attend schools **not administering NAPLAN Online** or delivering **Brightpath** is due to be uploaded on **Thursday, 11 April 2019.**

Updates to registration and demographic information should be uploaded into SIRS on a regular basis for the remainder of the year.

Details of how to register students are provided in the updated *Data Procedures Manual* *2019 -* <https://www.scsa.wa.edu.au/__data/assets/pdf_file/0017/535022/Data-Procedures-Manual-2019.PDF>, with links to assist schools using Reporting to Parents, MAZE, and Excel. There is also a separate *Student Registration Procedures Manual* found at <https://www.scsa.wa.edu.au/sirs-info/primary-schools> to assist primary schools with creating and uploading their Student Registration and Demographic File (SRGDG).

**Schools are requested to include their school code in any correspondence.**