**Western Australian Student Number (WASN) requests for 2019**

SIRS Administrators, School Leaders

School can only request WASNs through the Student Information Record System (SIRS) for **Kindergarten** students commencing in 2019.

**Western Australian Student Number (WASN) requests for 2019**

**Contact  
Lynn Galbraith** (08) 9273 6702  
[lynn.galbraith@scsa.wa.edu.au](mailto:lynn.galbraith@scsa.wa.edu.au)

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

All current students in Western Australia should have been allocated a Western Australian Student Number (WASN), and be registered with the School Curriculum and Standards Authority. This number remains with the student throughout their school life. Schools need to recognise the importance of the WASN to avoid duplication of records and maintain continuity of student data.

In 2019 schools will **only** be able to request WASNs through the Student Information Record System (SIRS) for **Kindergarten** students commencing in 2019.

For students in all academic years other than Kindergarten, contact [numbers@scsa.wa.edu.au](mailto:numbers@scsa.wa.edu.au) and give details of the student’s legal surname, legal first name, date of birth and academic year. It is also useful to include your school code in any correspondence. Numbers will be sent back if the student already has one allocated and new numbers requested and generated by the system for those students without a number.

All secondary schools with a Year 7 intake can send a complete list (spreadsheet) of Year 7 students entering their school, including the student’s legal surname, legal first name and date of birth and we will look up the numbers on their behalf.

A reminder that details of how to register students can be found in the *Student Registration Procedures Manual* on the SCSA website at <https://www.scsa.wa.edu.au/sirs-info/primary-schools>, where there is also a *Guide to uploading Student Registration and Demographic (SRGDG) file* and some online training videos. The *Data Procedures Manual at* <https://www.scsa.wa.edu.au/__data/assets/pdf_file/0017/535022/Data-Procedures-Manual-2019.PDF>also contains full instructions for locating student numbers as well as creating a Student Registration and Demographic File (SRGDG) for uploading to SIRS.