



**School Curriculum  
and Standards  
Authority**

# Student Records Management System

School guide for online EAL/D eligibility  
declarations



UPDATED



08/02/2024

## Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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## Online EAL/D eligibility declarations

To enrol in the Year 12 English as an Additional Language or Dialect (EAL/D) Australian Tertiary Admission Rank (ATAR) course, students must submit an online EAL/D eligibility declaration to their school principal or delegate via the [student portal \(https://studentportal.scsa.wa.edu.au\)](https://studentportal.scsa.wa.edu.au).

Refer to the *Student guide for online EAL/D eligibility declarations*.

This user guide is for teachers and principals or deputy principals who will endorse these EAL/D eligibility declarations in the Student Records Management System (SRMS).

## Eligibility to enrol in the Year 12 EAL/D ATAR course

The EAL/D ATAR course is available to students who speak English as an additional language or dialect, and whose use of Standard Australian English (SAE) is restricted or still developing.

The School Curriculum and Standards Authority (the Authority) requires all schools to determine the eligibility of a student for enrolment in the Year 12 EAL/D ATAR course.

The EAL/D ATAR course is designed for students for whom English is not their first or home language.

This includes:

- students who are Aboriginal or Torres Strait Islander, or from Cocos Island or Christmas Island, for whom SAE has been the medium of instruction, but for whom SAE is an additional language/dialect, and whose exposure to SAE is primarily within the school context
- students who are deaf or hard of hearing and communicate using signing, such as Auslan, as their first language
- students who have:
  - not more than seven years of education where English is the main medium of course delivery immediately prior to entering their final year of school, **or**
  - more than seven years where English is the main medium of course delivery but limited exposure/restricted knowledge of academic English, **or**
  - varying exposure to English, but who have had disrupted\* schooling in one or more countries, including Australia.

Schools are best placed to identify and confirm the eligibility of students against these subcategories. Factors for consideration in school judgements include:

- refugee or low socio-economic status backgrounds
- poverty
- post-traumatic stress disorder (PTSD) or trauma
- \* disrupted schooling, including:
  - frequent or significant changes to language of instruction
  - long-term or numerous interruptions to schooling
- other experiences that may affect their ability to access English learning area courses other than EAL/D.

## EAL/D ATAR eligibility process

Students who intend to enrol in the Year 12 EAL/D ATAR course must submit to their school principal or delegate via the student portal:

- an EAL/D eligibility declaration
- supporting information (first language, education background)
- relevant evidence (e.g. school reports, school letter, teacher declaration).

Use the checklist on the following page to make sure students have everything they need before they start their online EAL/D eligibility declaration.

Students will need to use a computer, either at home or at school. If they have any questions, they can ask their parent/s or carer/s or teacher to help them. Teachers can ensure that students provide correct information and supporting evidence, reducing the need for amendment.

If students require support to complete their online EAL/D eligibility declaration, it is recommended that they complete the process as a group in the classroom, so teachers can help them.

There are five stages to enrolment in the Year 12 EAL/D ATAR course.

1. Student declaration submitted in the student portal.
2. Teacher verification of information and evidence. Any mistakes by the student can be fixed here.
3. Teacher recommendation.
4. Principal endorsement.
5. Student may be enrolled in the Year 12 EAL/D ATAR course.

### **The nominated teacher**

- reviews the declaration against the eligibility criteria
- reviews the information and evidence to ensure there are no errors and that the evidence is appropriate
- verifies the declaration
- provides a recommendation to the principal.

### **The principal (or delegate)**

- reviews the declaration against the eligibility criteria
- reviews the recommendation on endorsement
- endorses the declaration and approves eligibility for enrolment in the Year 12 EAL/D ATAR course.

Information about the EAL/D eligibility process and the submission dates for declarations can be found on the EAL/D page of the [Authority website](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect) (<https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect>).

Any student who has not had their EAL/D eligibility finalised and endorsed by the Year 12 enrolment deadline, as published in the [Activities Schedule](#) for that year, will not be able to enrol in the Year 12 EAL/D ATAR course for that year.

# Checklist

1

## Logging in to the student portal

To log in to the student portal, students will need their **WA student number**, which is on their school report/s. It may also be on their SmartRider. Students will need a **personal email address**. They must be able to access this personal email account when they complete their registration.

2

## Residential and language information

Students will need to provide the following supporting information:

- ☐ student's language background
  - first and home language/s
  - language/s used most now
  - language/s other than English that they can speak confidently
- ☐ residential information
  - where they were born
  - all the countries they have lived in
- ☐ parent/carer information
  - country/ies of birth
  - language/s used with the student

3

## Educational background

Students must provide details of the schools they attended for every school year from Year 1:

- ☐ calendar year
- ☐ academic year/grade
- ☐ name of the school
- ☐ location of the school
- ☐ curriculum used at the school (i.e. national or international)
- ☐ language/s used by their teacher in the classroom
- ☐ language/s used for assessments and examinations

4

## Supporting evidence

Students should photograph or scan **at least one** piece of evidence. Acceptable evidence includes:

- ☐ an authentic letter from a previous school, principal or teacher
- ☐ a school report, which may be:
  - from your current school
  - from a previous school in Australia or outside Australia
  - in English or in a language other than English (translation is not necessary)

Students should save their evidence to their computer or mobile device as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. Word documents will **not** be accepted. **They must use English letters to name their files.**

## Six steps for EAL/D teacher recommendation

The EAL/D teacher will review students' declarations and recommend endorsement in the SRMS. Students should nominate a teacher when they complete their declaration. Teachers must be added to the SRMS by a school administrator and assigned the 'EAL/D endorser – teacher' role. The teacher may be the classroom teacher, year coordinator or career counsellor. The teacher must:

- **know the student** to verify the information and evidence
- **understand the criteria** in the policy to make an informed recommendation.

### Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

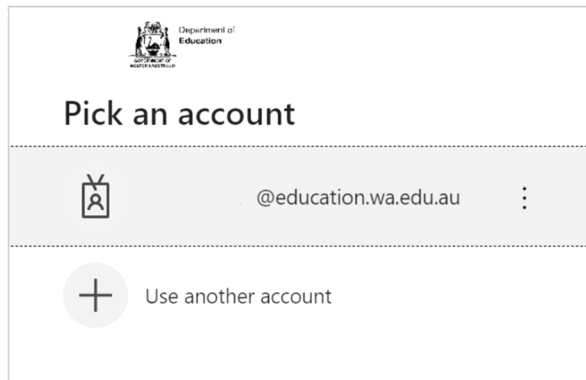
#### Government (public) schools

The first time you log in, click on and read the login instructions (highlighted below). Click on the **education.wa.edu.au LOGIN** button (highlighted below) in the government school login panel.

The screenshot shows the SRMS portal login interface. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority, followed by the text 'SRMS portal'. Below this, the 'Government school login' section is highlighted with a red box. It contains a button labeled 'education.wa.edu.au LOGIN' and a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. Below this is the 'Non-government school login' section, which includes a 'Work email address' field with a 'Username' placeholder, a 'Password' field with a 'Password' placeholder and an eye icon, a checkbox for 'I have read and understand the terms of use', and 'LOGIN' and 'CANCEL' buttons. At the bottom of this section are links for 'CLICK HERE FOR LOGIN INSTRUCTIONS' and 'Forgot your password?'.

This screenshot shows the 'Government school login' section with instructions. It includes a button labeled 'education.wa.edu.au LOGIN' and a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. The instructions are as follows: 'Click on the education.wa.edu.au LOGIN button above.', 'Select your Department of Education email address from the Microsoft account list.', 'Enter your HRMIS password on the Department of Education sign in page.', and 'Click on the Sign in button to enter the SRMS portal.'

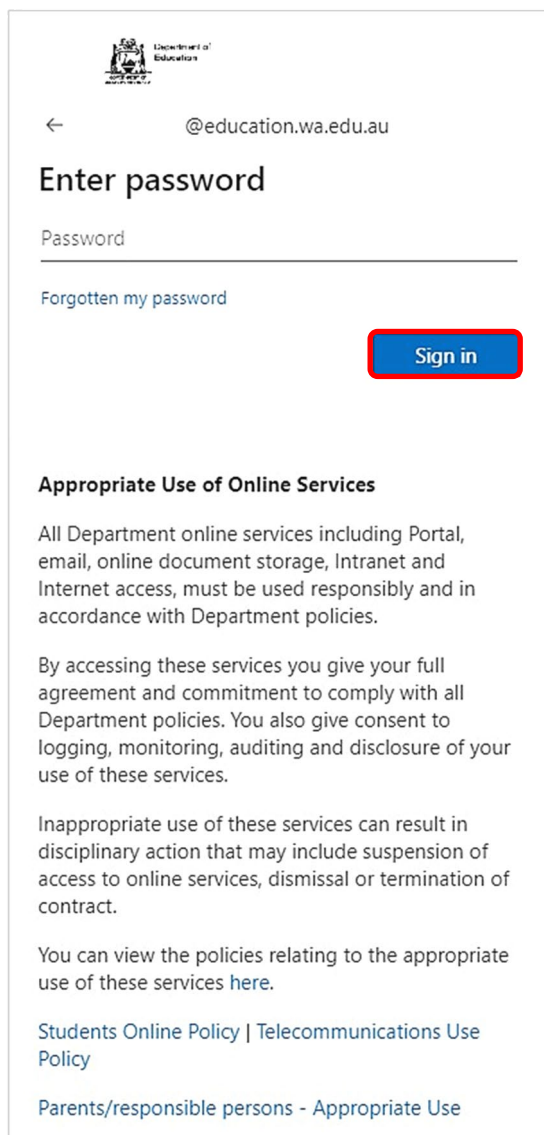
Select your Department of Education (Department) email address from the Microsoft account list (shown below).



The screenshot shows the 'Pick an account' screen. At the top is the Department of Education logo. Below it, the title 'Pick an account' is centered. A horizontal dotted line separates the title from the account list. The account list contains one entry: a user icon, the email address '@education.wa.edu.au', and a three-dot menu icon. Below the account list is a button with a plus sign and the text 'Use another account'.

You will be taken to the Department sign in page.

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.



The screenshot shows the 'Enter password' screen. At the top is the Department of Education logo. Below it, a back arrow and the email address '@education.wa.edu.au' are shown. The title 'Enter password' is centered. Below the title is a password input field with the placeholder text 'Password'. Below the password field is a link that says 'Forgotten my password'. To the right of the password field is a blue button with the text 'Sign in', which is highlighted with a red border. Below the sign-in button is a section titled 'Appropriate Use of Online Services'. This section contains three paragraphs of text: the first paragraph states that all Department online services must be used responsibly; the second paragraph states that by accessing these services, users give their full agreement and commitment to comply with all Department policies; the third paragraph states that inappropriate use of these services can result in disciplinary action. Below the paragraphs is a link that says 'You can view the policies relating to the appropriate use of these services [here](#).' At the bottom of the screen are two links: 'Students Online Policy | Telecommunications Use Policy' and 'Parents/responsible persons - Appropriate Use'.



## Non-government schools

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

**Government school login** [education.wa.edu.au LOGIN](#)

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

**Non-government school login**

Work email address

Username

Password

Password

☐ I have read and understand the [terms of use](#)

**LOGIN** **CANCEL**

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

[Forgot your password?](#)

**CLICK HERE FOR LOGIN INSTRUCTIONS**

Your school administrator will add your work email address to the SRMS.

You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.

Enter your work email address and password in the login panel.

Tick the box to confirm that you have read and understand the terms of use.

Click on the Login button to enter the SRMS portal.

[Forgot your password?](#)

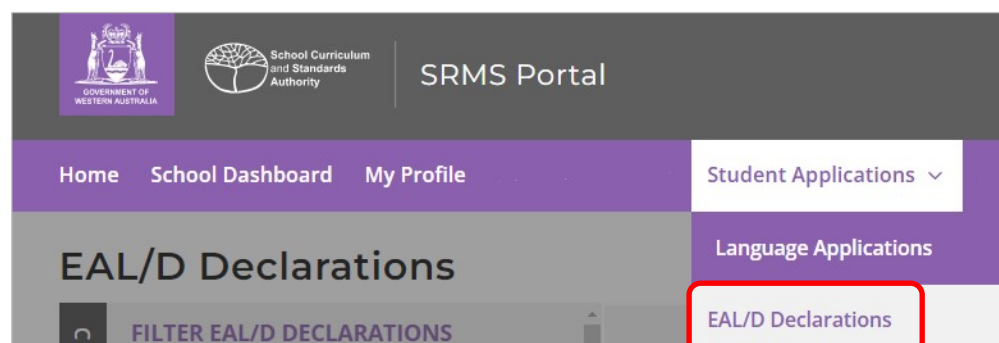
If you forget your password, click on **Forgot your password?**

Enter your work email address and tick the check box to confirm that you are not a robot.

You will be prompted to select images as part of the verification process, then invited to choose another password.

## Step 2: Select students' EAL/D eligibility declarations

To retrieve your students' declarations, select **EAL/D Declarations** from the **Student Applications** drop-down list (highlighted below).



All EAL/D declarations from your students will be displayed on the screen.

The **Status** column shows the stage of each EAL/D declaration in the EAL/D eligibility process (**New**, **Submitted**, **In progress**, **Info required**, **Finalised**).

The **Sub status** column shows you the action that has been completed for each EAL/D declaration (**Teacher endorsed**, **Ready to publish**, **Eligible**, **Not eligible**).

Submitted EAL/D declarations will have a tick and **Submitted** (highlighted below) in the **Status** column. The **Sub status** column will be blank.

The **Requires attention by me** column shows as **Yes** (highlighted below) for any declaration where the student selected your name as their EAL/D teacher, advising you to complete your verification and recommendation.

There may be declarations where the student has selected **My teacher is not listed here**. The **Requires attention by me** column will be blank, but you may still complete your verification and recommendation for these declarations.

Teachers must endorse each student's declaration within three working days of noticing that a declaration requires their attention. This is to ensure that the declaration can be processed in a timely manner before the Year 12 enrolment deadline.

FILTER EAL/D DECLARATIONS		Status	Sub status	Requires attention by me ↓	WA student number	Given name	Family name
REQUIRES ACTION: 3		VIEW ✓ SUBMITTED		Yes			
Provider code		VIEW ✓ SUBMITTED		Yes			
Provider name		VIEW ✓ SUBMITTED		Yes			
Given name		VIEW ⚠ INFO REQUIRED					
		VIEW ☆ NEW					
		VIEW ☆ NEW					

### Filter students' EAL/D eligibility declarations

Use the filter panel to view declarations at different stages in the EAL/D eligibility process. Tick the **Submitted** check box, then click on the **Search** button (both highlighted below) to show all declarations waiting for teacher or school endorsement. Tick the **New** or **Info required** check boxes, then click on the **Search** button to show declarations that students have started but not submitted or those that have been returned to students for amendment. Click on the **Reset** button (highlighted below) to reset the filters and view all declarations.

Alternatively, you can type in the student's **Given name** and/or **Family name**, or their **WA student number**, then click on the **Search** button (highlighted below) to select that student's declaration.

You can see the number of declarations that require your attention (highlighted below). This number will reduce as you complete the required action.

Select the **Show students registered in previous years** check box, then click on the **Search** button (both highlighted below) to view declarations that students submitted the previous year. This is useful when the Authority changes the portal date to the new academic year in January.

The **Sub status** filter (highlighted below) selects declarations that have been **Teacher endorsed**, **School endorsed**, or those that are **Ready to publish**.

**EAL/D Declarations**

**CLOSE FILTER**

**FILTER EAL/D DECLARATIONS**

**REQUIRES ACTION: 7**

Provider code

Provider name

Given name

Family name

WA student number

Associated teacher

Sub status

Any

☐ Show students registered in previous years

Declaration status

☐ New

☐ Cancelled

☒ Submitted

☐ In Progress

☐ Info Required

☐ Finalised

**RESET** **SEARCH**

Any

Teacher endorsed

School endorsed

Ready to publish

Not eligible

Any

### Step 3: View students' EAL/D eligibility declarations

Click on the **View** button (highlighted below) to read all the details and supporting evidence in that student's declaration (example below).

EAL/D Declarations			
OPEN FILTER	Status	Sub status	Requires attention by me ↓
	<b>VIEW</b> ✓ SUBMITTED		Yes
	<b>VIEW</b> ✓ SUBMITTED		Yes
	<b>VIEW</b> ✓ SUBMITTED		Yes
	<b>VIEW</b> ✓ SUBMITTED		Yes

Country of birth of parent/carer 1  

☐ Amendment required

Language used with parent/carer 1  

☐ Amendment required

Country of birth of parent/carer 2  

☐ Amendment required

Language used with parent/carer 2  

☐ Amendment required

Countries you have lived in  
  

☐ Amendment required

When reviewing the student's education background, if the name of the school is very long, it will be abbreviated with an ellipsis. Hover with your mouse over the name, and it will be displayed in full (highlighted below).

Calendar Year	Academic Year/Grade	Name of your school	Country in which you attended school	Curriculum studied	Language used in the classroom	Language used for assessments and examinations
2023	10	Very long school name to ...	Australia	National	English	English
2022	9	School with a very long n...	Australia	National	English	English

## Step 4: Amend students' EAL/D declarations

If you see any errors or the student's language or educational background is incomplete, tick the **Amendment required** check box under the relevant section/s that require an amendment/s (highlighted below).

What language do you now speak mostly at home?

Chinese

☐ Amendment required

I declare that

☒ I am a student whose first or home language is not English.

Select the option that describes you:

☒ I have not had more than seven years of education where English is the main medium of course delivery immediately prior to entering my final year of school and I will provide evidence to support this claim.

☒ Amendment required

If you would like to see more supporting evidence, select the **Amendment required** check box under the **Upload supporting evidence** section (highlighted below).

Document type	File name	File size	Date uploaded	Process step
School report	Test_file.pdf	300 KB	21/02/2023 10:43 AW...	Original

☒ Amendment required

Select the reason for your amendment request from the **Reason** drop-down list (highlighted below).

Choose **Please correct the information highlighted in the yellow box/es** (highlighted below) to ask the student to amend any of their responses in one of the tables.

If you would like to see more supporting evidence, the document/s are incomplete, or they cannot be opened, then choose one of the reasons related to the supporting evidence.

**Request Further Information**

Reason (shown to student)

Select ▼

The document/s provided are incorrect.

The required documents have not been provided.

Some of the information provided is incorrect or incomplete.

Further information or documentation is required.

One or more of the documents cannot be opened. Please re-upload the documents and use English letters only when naming the files.

Please correct the information highlighted in the yellow box/es.

REQUEST FURTHER INFORMATION ↑ BACK TO TOP

Enter details in the **Instructions** text box about any amendment/s or further information that you would like the student to provide.

Click on the **Request further information** button (highlighted below) to submit this request to the student.

### Request Further Information

Reason (shown to student)

The document/s provided are incorrect. ▾

Instructions

Please upload a copy of your school report from 2019.


REQUEST FURTHER INFORMATION

↑ BACK TO TOP


The student will need to log in to the student portal again and amend their declaration as requested.

The section/s for amendment will be highlighted in yellow, so they can edit their details and/or add further supporting evidence.

### English as an Additional Language or Dialect (EAL/D) Eligibility Declaration

 [PRINT DECLARATION](#)

AMEND EAL/D DECLARATION

 Your declaration requires further information.

Your declaration has been reviewed by your teacher; however, you need to provide further information before a recommendation can be made.

The document/s provided are incorrect.

Please upload a copy of your school report from 2019.

The student will not be able to amend any other section/s of their declaration.

When the student has amended their declaration, they will submit it again for your review.

If you see any further error/s in their declaration, you can repeat the process above to request further amendment/s or information.

## Step 5: Endorsement of students' EAL/D declarations

Scroll down to the **Endorse declaration** section.

Select either the **student is eligible**, or the **student is ineligible**.

If you select the **student is eligible**, choose the option that best describes their eligibility from the five options.

**ENDORSE DECLARATION**  
☒ STUDENT IS ELIGIBLE  
☐ STUDENT IS INELIGIBLE  
Select option that best describes the basis for this student's eligibility:  

SELECT

Aboriginal or Torres Strait Islander, or from Cocos Island or Christmas Island.  
Deaf or hard-of-hearing and communicate using signing  
Less than 7 years of education where English is the main medium of course delivery  
More than 7 years of education where English is the main medium of course delivery  
Varied exposure to English, but my education has been disrupted in one or more countries

It is optional to provide an explanation in the **Comment** text box.

Click on the **Submit** button (highlighted below), to submit your endorsement.

**ENDORSE DECLARATION**  
☒ STUDENT IS ELIGIBLE  
☐ STUDENT IS INELIGIBLE  
Select option that best describes the basis for this student's eligibility:  

LESS THAN 7 YEARS OF EDUCATION WHERE ENGLISH IS THE MAIN MEDIUM OF COURSE DELIVERY

  
**I declare that:**

- English is not this student's first or home language
- The student meets the eligibility requirements of the chosen category
- All information provided is true and correct
- Sufficient evidence has been provided to support the student's eligibility
- I understand that this declaration is a legal document and that I will be held to account for providing any false, misleading or incorrect information

**Comment**

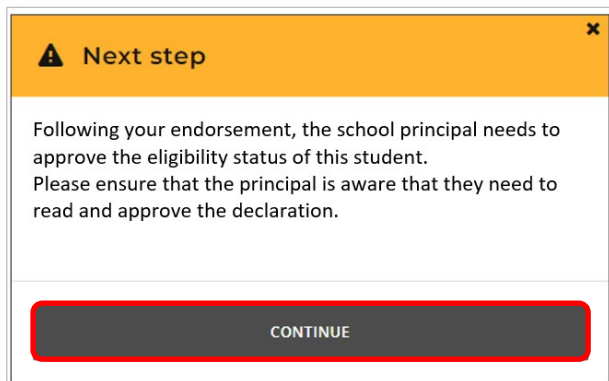
SUBMIT

↑ BACK TO TOP



You will see a reminder that the next step is for the declaration to be approved by your principal, deputy principal or delegate.

Click on the **Continue** button (highlighted below) to proceed.

A notification box with an orange header containing a warning icon and the text "Next step". The main body is white and contains the text: "Following your endorsement, the school principal needs to approve the eligibility status of this student. Please ensure that the principal is aware that they need to read and approve the declaration." At the bottom, there is a dark grey button with the word "CONTINUE" in white, which is highlighted with a red border.

**Next step**

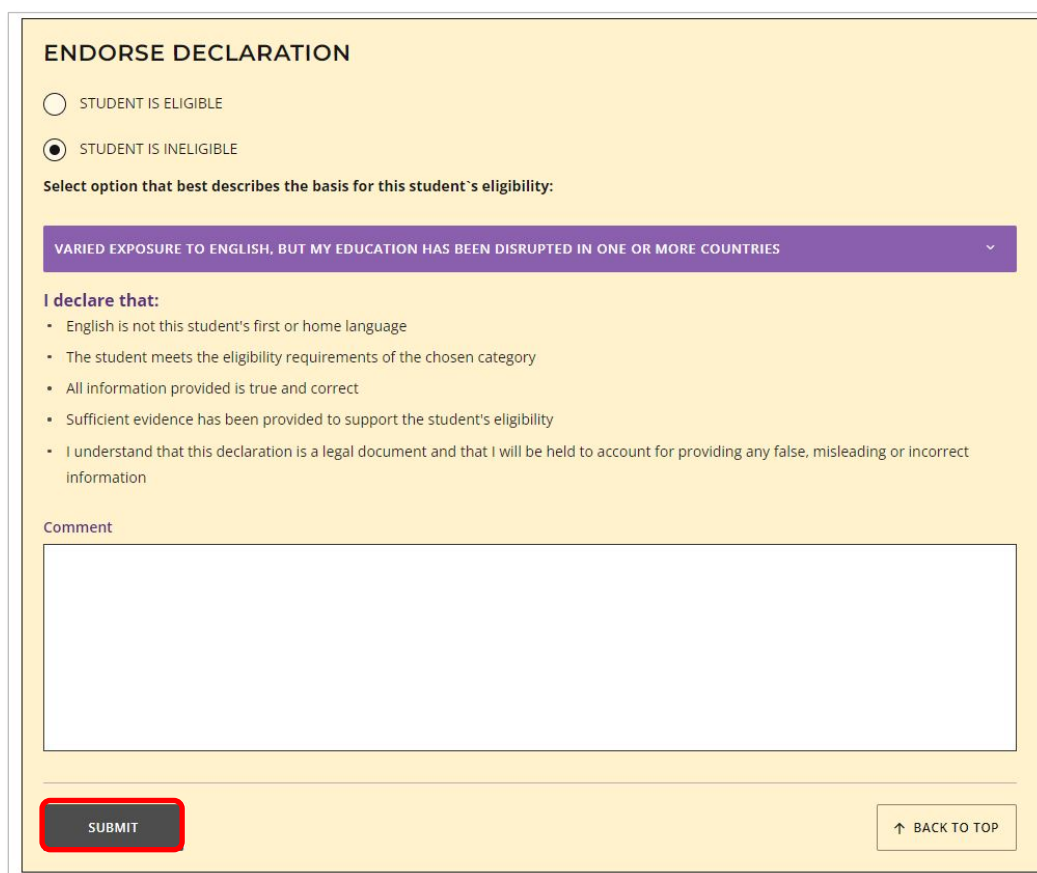
Following your endorsement, the school principal needs to approve the eligibility status of this student. Please ensure that the principal is aware that they need to read and approve the declaration.

**CONTINUE**

If you select the **student is ineligible**, choose the option that best describes their eligibility from the five options.

It is optional to provide an explanation in the **Comment** text box.

Click on the **Submit** button (highlighted below), to submit your endorsement of this student's declaration.

A form titled "ENDORSE DECLARATION" on a light yellow background. It has two radio buttons: "STUDENT IS ELIGIBLE" and "STUDENT IS INELIGIBLE", with the second one selected. Below is a dropdown menu with the text "VARIED EXPOSURE TO ENGLISH, BUT MY EDUCATION HAS BEEN DISRUPTED IN ONE OR MORE COUNTRIES". Underneath is a section "I declare that:" followed by a bulleted list of five statements. Below that is a "Comment" label and a large text input box. At the bottom, there is a dark grey "SUBMIT" button with a red border and a "BACK TO TOP" button with an upward arrow icon.

**ENDORSE DECLARATION**

☐ STUDENT IS ELIGIBLE

☒ STUDENT IS INELIGIBLE

Select option that best describes the basis for this student's eligibility:

VARIED EXPOSURE TO ENGLISH, BUT MY EDUCATION HAS BEEN DISRUPTED IN ONE OR MORE COUNTRIES

**I declare that:**

- English is not this student's first or home language
- The student meets the eligibility requirements of the chosen category
- All information provided is true and correct
- Sufficient evidence has been provided to support the student's eligibility
- I understand that this declaration is a legal document and that I will be held to account for providing any false, misleading or incorrect information

Comment


**SUBMIT**

↑ BACK TO TOP



You will see the warning below.

Click on the **Continue** button (highlighted below) to proceed or on the **Cancel** button to return to the **Endorse declaration** section and change your endorsement.

 Are you sure?

Your decision may affect the student's ability to enrol in Year 12 ATAR EAL/D. Please contact SCSA if you have questions.

CANCEL

CONTINUE

When you have completed your endorsement, you will return to the **EAL/D Declarations** screen.

The **Status** column shows as **Submitted** and the **Sub status** column shows as **Teacher endorsed** (both highlighted below).

The **Requires attention by me** column will now be blank, to show that you have endorsed your students' EAL/D eligibility declarations.

The **Requires action** total will reduce as you complete your students' EAL/D eligibility declarations.

EAL/D Declarations			
CLOSE FILTER	FILTER EAL/D DECLARATIONS		
	REQUIRES ACTION: 3		
	Provider code	Status	Sub status
	<input type="text"/>	VIEW ✓ SUBMITTED	Requires attention by me ↓
	Provider name	VIEW ✓ SUBMITTED	Yes
	Given name	VIEW ✓ SUBMITTED	Yes
		VIEW ✓ SUBMITTED	Yes
		VIEW ✓ SUBMITTED	Teacher endorsed
		VIEW ✓ SUBMITTED	Teacher endorsed

## Step 6: Check the SRMS portal for students' EAL/D eligibility status

At any time, you can check the **EAL/D Declarations** screen in the SRMS portal to monitor the progress of students' declarations. The **EAL/D Declarations** screen will update when a declaration advances through the EAL/D eligibility approval stages.

Below are terms you will see during the online EAL/D eligibility declaration process that relate to the status and sub status of students' declarations.

Status	
<b>New</b>	New, but incomplete EAL/D eligibility declaration
<b>Submitted</b>	EAL/D eligibility declaration has been submitted and is waiting for teacher or school endorsement
<b>In progress</b>	EAL/D eligibility declaration has been school endorsed
<b>Finalised</b>	EAL/D eligibility status has been determined
<b>Cancelled</b>	EAL/D eligibility declaration has been cancelled
Sub status	
<b>Teacher endorsed</b>	EAL/D teacher has verified and recommended endorsement of this EAL/D eligibility declaration
<b>School endorsed</b>	Principal or deputy principal has endorsed this EAL/D eligibility declaration
<b>Eligible</b>	The declaration has been assessed as eligible
<b>Not eligible</b>	The declaration has been assessed as not eligible
<b>Ready to publish</b>	The principal or deputy principal to publish this EAL/D eligibility status

Students can check the status of their declarations by logging in to the student portal.

The status of students' declarations will change from **In progress** to either **Eligible** or **Not eligible** in the student portal.

## Five steps for principal endorsement

Principal endorsement of a student's declaration is the final step in the eligibility process. The principal or delegate must be added to the SRMS by a school administrator and given the 'EAL/D endorser – school' role. An appropriate delegate may be the deputy/vice-principal, dean of curriculum, AUSMAT/WACE/year coordinator (if not acting as the teacher). A classroom teacher or an external coordinator is not an appropriate delegate.

The person given the role of the delegate must:

- have the appropriate authority to make decisions on behalf of the principal
- understand that this declaration is a legal document and that if a student is found to have provided incorrect or misleading information in support of their declaration for eligibility to enrol in EAL/D, the student may be withdrawn from the course or have their result in the course removed from the Authority's records, in accordance with the relevant legislation.

### Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

#### Government (public) schools

The first time you log in, click on and read the login instructions (highlighted below). Click on the **education.wa.edu.au LOGIN** button (highlighted below) in the government school login panel.

SRMS portal

**Government school login** **education.wa.edu.au LOGIN**

**CLICK HERE FOR LOGIN INSTRUCTIONS**

**Non-government school login**

Work email address

Username

Password

Password

☐ I have read and understand the [terms of use](#)

**LOGIN** **CANCEL**

**CLICK HERE FOR LOGIN INSTRUCTIONS**

[Forgot your password?](#)

**Government school login** **education.wa.edu.au LOGIN**

**CLICK HERE FOR LOGIN INSTRUCTIONS**

Click on the [education.wa.edu.au LOGIN](#) button above.

Select your Department of Education email address from the Microsoft account list.

Enter your HRMIS password on the Department of Education sign in page.

Click on the **Sign in** button to enter the SRMS portal.

Select your Department of Education (Department) email address from the Microsoft account list (shown below).



You will be taken to the Department sign in page.

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.

A screenshot of a web interface for the Department of Education. At the top left is the Department of Education logo. Below it is a back arrow and the email address "@education.wa.edu.au". The main heading is "Enter password". Below this is a password input field with the placeholder text "Password". To the left of the input field is a link that says "Forgotten my password". To the right of the input field is a blue button with the text "Sign in" in white, which is highlighted with a red border. Below the sign-in section is a section titled "Appropriate Use of Online Services". This section contains three paragraphs of text. The first paragraph states that all Department online services must be used responsibly. The second paragraph states that by accessing these services, users give their full agreement and consent to logging, monitoring, and auditing. The third paragraph states that inappropriate use can result in disciplinary action. At the bottom of the section are two links: "Students Online Policy | Telecommunications Use Policy" and "Parents/responsible persons - Appropriate Use".

## Non-government schools

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

education.wa.edu.au LOGIN

**Government school login**

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

**Non-government school login**

Work email address

Username

Password

Password

☐ I have read and understand the [terms of use](#)

**LOGIN** CANCEL

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

[Forgot your password?](#)

### [CLICK HERE FOR LOGIN INSTRUCTIONS](#)

Your school administrator will add your **work email address** to the SRMS.

You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.

Enter your **work email address** and **password** in the login panel.

Tick the box to confirm that you have read and understand the terms of use.

Click on the **Login** button to enter the SRMS portal.

[Forgot your password?](#)

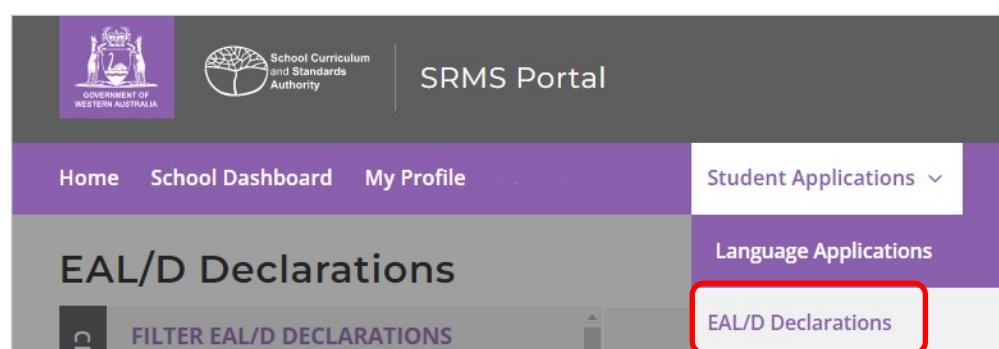
If you forget your password, click on **Forgot your password?**

Enter your work email address and tick the check box to confirm that you are not a robot.

You will be prompted to select images as part of the verification process, then invited to choose another password.

## Step 2: Select students' EAL/D eligibility declarations

Select **EAL/D Declarations** from the **Student Applications** drop-down list (highlighted below).



All submitted EAL/D declarations from your students will be displayed on the screen.

The **Status** column shows the stage of each EAL/D declaration in the EAL/D eligibility process (**New**, **Submitted**, **In progress**, **Info required**, **Finalised**).

The **Sub status** column shows you the action that has been completed for each EAL/D declaration (**Teacher endorsed**, **School endorsed**, **Eligible**, **Not eligible**).

Submitted EAL/D declarations will have a tick and **Submitted** in the **Status** column and the **Sub status** column will show as **Teacher endorsed** (both highlighted below), to show that the teacher has completed their verification and recommendation.

The **Requires attention by me** column shows as **Yes** (highlighted below), advising you to act.

Principals or deputy principals must endorse each student's declaration within three working days of noticing that a declaration requires their attention. This is to ensure that the declaration can be processed in a timely manner before the Year 12 enrolment deadline.

EAL/D Declarations			
OPEN FILTER	Status	Sub status	Requires attention by me ↓
	<a href="#">VIEW</a> ✓ SUBMITTED	Teacher endorsed	Yes
	<a href="#">VIEW</a> ✓ SUBMITTED	Teacher endorsed	Yes
	<a href="#">VIEW</a> ✓ SUBMITTED	Teacher endorsed	Yes
	<a href="#">VIEW</a> ✓ SUBMITTED		
	<a href="#">VIEW</a> ✓ SUBMITTED		

### Filter students' EAL/D eligibility declarations

Use the filter panel to view declarations at different stages in the EAL/D eligibility process. Tick the **Submitted** check box, then click on the **Search** button (both highlighted below) to show all declarations waiting for teacher or school endorsement. Tick the **New** or **Info required** check boxes, then click on the **Search** button to show declarations that students have started but not submitted or those that have been returned to students for amendment. Click on the **Reset** button (highlighted below) to reset the filters and view all declarations.

Alternatively, you can type in the student's **Given name** and/or **Family name**, or their **WA student number**, then click on the **Search** button (highlighted below) to select that student's declaration.

You can see the number of declarations that require your attention (highlighted below). This number will reduce as you complete the required action.

Select the **Show students registered in previous years** check box, then click on the **Search** button (both highlighted below) to view declarations that students submitted the previous year. This is useful when the Authority changes the portal date to the new academic year in January.

The **Sub status** filter (highlighted below) selects declarations that have been **Teacher endorsed**, **School endorsed**, or those that are **Ready to publish**.

The image shows the 'EAL/D Declarations' filter panel on the left and a dropdown menu on the right. The filter panel has a purple sidebar with 'CLOSE FILTER' and 'FILTER EAL/D DECLARATIONS'. A red box highlights 'REQUIRES ACTION: 7'. Below are input fields for 'Provider code', 'Provider name', 'Given name', 'Family name', 'WA student number', and 'Associated teacher'. A 'Sub status' dropdown is set to 'Any'. A checkbox for 'Show students registered in previous years' is unchecked. Under 'Declaration status', 'Submitted' is checked and highlighted with a red box. At the bottom, 'RESET' and 'SEARCH' buttons are highlighted with red boxes. The dropdown menu on the right shows options: 'Any' (highlighted with a red box), 'Teacher endorsed', 'School endorsed', 'Ready to publish', and 'Not eligible'.

**EAL/D Declarations**

**REQUIRES ACTION: 7**

Provider code

Provider name

Given name

Family name

WA student number

Associated teacher

Sub status

Any

☐ Show students registered in previous years

Declaration status

☐ New

☐ Cancelled

☒ Submitted

☐ In Progress

☐ Info Required

☐ Finalised

RESET SEARCH

Any

Teacher endorsed

School endorsed

Ready to publish

Not eligible

### Step 3: View students' EAL/D eligibility declarations

Click on the **View** button (highlighted below) to the left of the student's name to read all details and supporting evidence in that student's declaration (example shown below).

EAL/D Declarations			
OPEN FILTER	Status	Sub status	Requires attention by me ↓
	<b>VIEW</b> ✓ SUBMITTED	Teacher endorsed	Yes
	<b>VIEW</b> ✓ SUBMITTED	Teacher endorsed	Yes
	<b>VIEW</b> ✓ SUBMITTED	Teacher endorsed	Yes
	<b>VIEW</b> ✓ SUBMITTED		
	<b>VIEW</b> ✓ SUBMITTED		

Country of birth of parent/carer 1  

☐ Amendment required

Language used with parent/carer 1  

☐ Amendment required

Country of birth of parent/carer 2  

☐ Amendment required

Language used with parent/carer 2  

☐ Amendment required

Countries you have lived in  
  

☐ Amendment required

When reviewing the student's education background, if the name of the school is very long, it will be abbreviated with an ellipsis. Hover with your mouse over the name and it will be displayed in full (highlighted below).

Calendar Year	Academic Year/Grade	Name of your school	Country in which you attended school	Curriculum studied	Language used in the classroom	Language used for assessments and examinations
2023	10	Very long school name to ...	Australia	National	English	English
2022	9	School with a very long n...	Australia	National	English	English



## Step 4: Endorse students' EAL/D eligibility declarations

Scroll down to the **Approval of eligibility status** section.

Select either the **student is eligible**, or the **student is ineligible**.

If you select the **student is eligible**, it is optional to add an explanation in the **Comment** text box.

Click on the **Submit** button (highlighted below) to submit your endorsement.

Current endorsement status is Teacher endorsed

### APPROVAL OF ELIGIBILITY STATUS

☒ STUDENT IS ELIGIBLE

☐ STUDENT IS INELIGIBLE

**I declare that:**

- English is not this student's first or home language
- The student meets the eligibility requirements of the chosen category
- All information provided is true and correct
- Sufficient evidence has been provided to support the student's eligibility
- I understand that this declaration is a legal document and that I will be held to account for providing any false, misleading or incorrect information
- As the principal or principal's representative, I am responsible for determining the Year 12 ATAR EALD/D eligibility status of this student.

Comment

**SUBMIT** [↑ BACK TO TOP](#)

You will see the advice below, advising you that the next step is to publish the eligibility status to the student portal.

**Next step**

Following your approval of eligibility, the school principal needs to publish the eligibility status of this student.

**CONTINUE**

If you select the **student is ineligible**, it is optional to add an explanation in the **Comment** text box.

Click on the **Submit** button (highlighted below) to submit your endorsement.

Current endorsement status is Not endorsed

### APPROVAL OF ELIGIBILITY STATUS

☐ STUDENT IS ELIGIBLE  
☒ STUDENT IS INELIGIBLE

**I declare that:**

- English is not this student's first or home language
- The student meets the eligibility requirements of the chosen category
- All information provided is true and correct
- Sufficient evidence has been provided to support the student's eligibility
- I understand that this declaration is a legal document and that I will be held to account for providing any false, misleading or incorrect information
- As the principal or principal's representative, I am responsible for determining the Year 12 ATAR EALD/D eligibility status of this student.**

Comment

SUBMIT

↑ BACK TO TOP

If you choose not to endorse a student's declaration, you will see the warning below.

Click on the **Continue** button (highlighted below) to proceed.

Click on the **Cancel** button to change your endorsement in the **Endorse Declaration** panel.

⚠ Are you sure?
✕

Your decision may affect the student's ability to enrol in Year 12 ATAR EAL/D. Please contact SCSA if you have questions.

CANCEL

CONTINUE

You will return to the **EAL/D Declarations** screen.

The **Status** will show as **In progress** and the **Sub status** as **Ready to publish** (both highlighted below).

The **Requires attention by me** column shows as **Yes** (highlighted below), advising you to publish this student's EAL/D eligibility status in the student portal.

EAL/D Declarations			
CLOSE FILTER	FILTER EAL/D DECLARATIONS		
	REQUIRES ACTION: 2		
	Provider code	Status	Sub status
	<input type="text"/>	<a href="#">VIEW</a> <b>IN PROGRESS</b>	<b>Ready to publ...</b>
	Provider name	<a href="#">VIEW</a> IN PROGRESS	Ready to publ...
	<input type="text"/>	<a href="#">VIEW</a> ✓ SUBMITTED	Teacher endo...
		<a href="#">VIEW</a> ✓ SUBMITTED	

Click on the **Publish** button (highlighted below) to publish this eligibility status to the student portal. It will also update to the Student Information Records System (SIRS) database.

You can enter an explanation in the **Reason** text box but this optional.

### Assessed Status

Declaration has been assessed as Eligible

Reason (shown to student)

[PUBLISH](#)[↑ BACK TO TOP](#)

You will return to the **EAL/D Declarations** screen.

The **Status** will show as **Finalised** and the **Sub status** as **Eligible or Not eligible** (all highlighted below) confirming that the EAL/D eligibility process has been finalised.

This status also confirms that you have published this EAL/D eligibility status to the student portal and SIRS.

The **Requires attention by me** column will now be blank, to show that you have completed the eligibility process for this student's EAL/D eligibility declaration.

The **Requires action** total will reduce as you publish each student's EAL/D eligibility declaration.

## EAL/D Declarations

CLOSE FILTER

FILTER EAL/D DECLARATIONS

REQUIRES ACTION: 2

Provider code

Provider name

christmas

Given name

Family name

WA student number

Associated teacher

Sub status

Any

☐ Show students registered in previous years

Status	Sub status	Requires attention by me
<a href="#">VIEW</a> IN PROGRESS	Ready to publish	Yes
<a href="#">VIEW</a> IN PROGRESS	Ready to publish	Yes
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Eligible	
<a href="#">VIEW</a> FINALISED	Not eligible	

## Step 5: Check the SRMS portal for students' EAL/D eligibility status

At any time, you can check the **EAL/D Declarations** screen in the SRMS portal to monitor the progress of students' declarations. The **EAL/D Declarations** screen will update when a declaration advances through the EAL/D eligibility approval stages.

Below are terms you will see throughout the online EAL/D eligibility process that relate to the status and sub status of students' declarations.

Status	
<b>New</b>	New, but incomplete EAL/D eligibility declaration
<b>Submitted</b>	EAL/D eligibility declaration has been submitted and is waiting for teacher or school endorsement
<b>In progress</b>	EAL/D eligibility declaration has been school endorsed
<b>Finalised</b>	EAL/D eligibility status has been determined
<b>Cancelled</b>	EAL/D eligibility declaration has been cancelled
Sub status	
<b>Teacher endorsed</b>	EAL/D teacher has verified and recommended endorsement of this EAL/D eligibility declaration
<b>School endorsed</b>	Principal or deputy principal has endorsed this EAL/D eligibility declaration
<b>Eligible</b>	The declaration has been assessed as eligible
<b>Not eligible</b>	The declaration has been assessed as not eligible
<b>Ready to publish</b>	The principal or deputy principal to publish this EAL/D eligibility status

Students can check the status of their declarations by logging in to the student portal.

The status of students' declarations will change from **In progress** to either **Eligible** or **Not eligible** in the student portal.

## Review process

If the principal decides that a student is **Ineligible** to enrol in the Year 12 EAL/D ATAR course, this will be published in the student portal (highlighted below).

If the student thinks that they do meet one of the eligibility criteria, they can request a review of their EAL/D eligibility declaration by the Authority.

This must be done before the due date, which is shown on the EAL/D screen in the student portal. The review due date is also published in the [Activities Schedule](#).

Note: students can only request one review.

To request a review, the student should click on the **Request review** button (highlighted below).

The screenshot displays the 'English as an Additional Language or Dialect (EAL/D) Eligibility Declaration' page. At the top, there are logos for the Government of Western Australia, School Curriculum and Standards Authority, and SCSA. Below the navigation bar (Home, My Profile, Applications), the page title is 'English as an Additional Language or Dialect (EAL/D) Eligibility Declaration'. A 'PRINT DECLARATION' link is visible. A yellow button labeled 'VIEW EAL/D DECLARATION' is on the left. In the center, a status message says 'You have been found ineligible.' with a red circle around it. To the right of this message is a red button labeled 'REQUEST REVIEW', also highlighted with a red box. Below the status message, it states: 'You have been found ineligible to enrol in a Year 12 EAL/D course.' A section titled 'The reason that you are ineligible is:' follows, with the text: 'You have lived in Australia for more than seven years and your education has been delivered in English.' Further down, it explains that if the student believes the reason is incorrect, they can request a review, but they must provide new evidence to prove their eligibility. It concludes by instructing the student to press the 'Request Review' button and follow the process to submit additional information.

To show that they meet the criteria, the student needs to provide additional supporting evidence and further details to support their request for a review. They will repeat Step 3 to upload their supporting evidence.

The student should check their document/s and information that they provide because, after submission, they cannot upload other documents or make any changes.

The student should click on the **Request review** button. If they have not uploaded at least one additional document and provided a comment, the request for a review cannot be submitted.

The Authority will review the student's declaration with the additional supporting evidence and information they have provided.

After the review has been completed, the Authority will notify the school by email. The student can also see the outcome of the review in the student portal. The review eligibility status will be either **Eligible** or **Ineligible** and the student will be able to view a comment explaining the decision.



