

# SCHOOL SRS REPORTS EXPLAINED

When you log in to SRS Principals or SRS Raters for the first time, you are asked to set the frequency and timing of your school's SRS Summary Reports via *Settings*. UAC will then email your SRS reports to the Principal and Rater on the days you have nominated.

Each report contains 26 columns: these are explained below.

<b>Columns A to F</b>	These columns contain details about your current Year 12 students (eg UAC number, student number, name, date of birth).
<b>Column G</b>	<p><i>Undergraduate application status</i></p> <p>This column tells you which Year 12 students have submitted an application for undergraduate admission through UAC and the status of their application. These students may or may not have also submitted an SRS application. See Column H.</p> <p>(Applicants must submit an application for undergraduate admission through UAC before they can apply for SRS.)</p>
<b>Column H</b>	<p><i>SRS submitted</i></p> <p>This column tells you which Year 12 students have submitted an SRS application in addition to their UAC undergraduate application for admission.</p>
<b>Columns I and J</b>	<p><i>Rated – study areas and Rated – aptitudes</i></p> <p>These columns tell you how many ratings have been completed for the students who have applied for SRS. For example, if you have rated 9 out of the 10 areas of study, Column I will show '9 of 10'. You must rate all 10 areas of study and all 5 aptitudes for each SRS applicant.</p>
<b>Columns K to Y</b>	These columns tell you how you have rated each student against the 10 areas of study and 5 aptitudes. If these columns are blank, you have not rated the student. Once you have rated the student, these columns will populate.
<b>Column Z</b>	<p><i>Ratings submitted</i></p> <p>If you have submitted ratings for the student this column will state 'YES'</p> <p>If you have not submitted ratings for the student this column will state 'NO'</p> <p>Once you have rated all areas of study and all aptitudes, a SUBMIT button will appear next to the student's name in the 'Applicant selection' section of SRS Raters. If you do not see the SUBMIT button, it means you have not responded to all of the 10 areas of study and 5 aptitudes.</p>