

TRACS SUPERUSER INFO

>>> A new way to manage student information

In April 2019, the Office of TASC will transition to its new online student management system, TRACS. The move to TRACS will commence a transition for how Tasmanian senior secondary schools work with Office of TASC and will streamline the processes currently used.

TRACS is an online portal that schools can use to upload school information, to manage student data and correspond with the Office of TASC.

Training and Support

In February and March 2019, all potential users of TRACS will be offered familiarisation and training on TRACS.

Training will be provided on all elements listed below.

The following table provides an overview of the first stage of this transition and how key tasks that schools currently undertake will occur in the first part of 2019. Additional updates will be provided as further features come online within TRACS.

TASK	DUE DATE	PROCESS FOR 2019	PROCESS FOR 2020
Submit school registration	26 Feb	Submit via usual process https://www.tasc.tas.gov.au/school-registration/ Complete form at Step 1.	Submit via TRACS Date for 2020 submission TBC
Upload Staff, Class and Student data via spreadsheets	22 Mar	Government schools – no change to process. Government school data will be loaded into TRACS via Edupoint. In 2019 Independent and Catholic schools will send data to TASC, who will manage this process. Excel templates will be emailed to all Independent and Catholic schools.	Government school data loaded into TRACS via Edupoint. Independent and Catholic schools will load data via templates directly into TRACS, with support from TASC.
Submit school scope (also called course selection tool)	15 Apr	Submit via TRACS	Submit via TRACS Due date for 2020 TBC
Special provision applications open	Open 8 Apr Close 5 Jul	Submit via Correspondence function in TRACS Upload using existing form at http://www.tasc.tas.gov.au/students/external_assessment/special-provisions	Submit via Correspondence function in TRACS
TCEA Applications open	Open 8 Apr Close 5 Jul	Submit via Correspondence function in TRACS Upload using existing form at https://www.tasc.tas.gov.au/forms/tasmanian-certificate-educational-achievement-application/	Submit via Correspondence function in TRACS
Correspond with TASC for principals and TLOs	Ongoing	Transition to using Correspondence function in TRACS	Use Correspondence function in TRACS for communication with TASC

For more information about TRACS please visit www.tasc.tas.gov.au, or contact Jenny McQuilkin on 61 65 6367 or Anne Gigney on 61 65 6147.

