CIRCULAR NO: 26 OF 2013

TO : DDG: INSTITUTIONAL OPERATIONS MANAGEMENT
     DDG: EDUCATION PLANNING EVALUATION & MONITORING
     CLUSTER CHIEF DIRECTORS
     DISTRICT DIRECTORS
     CIRCUIT MANAGERS
     CHAIRPERSONS OF SCHOOL GOVERNING BODIES
     SCHOOL PRINCIPALS

FROM : SUPERINTENDENT GENERAL

DATE : 1 NOVEMBER 2013

SUBJECT : 2014 ACADEMIC YEAR PROGRAMME OF SUBMISSION OF SASAMS DATABASES

1. Circular 20 of 2012 instructed schools to implement the South African Schools Administration and Management System (SASAMS) in 2013.

2. EMIS Instruction 7 of 2010 stipulated the roles and responsibilities of the various role-players in the implementation of SASAMS.

3. To date 92% of schools have complied with the requirement by submitting data electronically to the EMIS and LURITS systems.

4. The EMIS section is currently in the process of migrating from paper based surveys and data collection to conducting surveys through an electronic system, namely, SASAMS, of which LURITS is a sub-component.

5. Key to this migration from the paper-based survey to the electronic survey is the South African Schools Administration and Management Systems (SASAMS).
6. In order for districts to be capable of providing the public with timely, accessible and accurate information, it is imperative that SASAMS be fully and effectively operational in all schools.

7. Document Management and general upkeep of functional educational data is essential for the running of efficient and transparent public administration in the education sector from school level through to the apex of our administration.

8. The Eastern Cape Department of Education rolled-out laptops and connectivity to most public schools as part of the initiative to improve administration at our schools.

9. Schools are required to do ten (10) SASAMS data submissions in 2014. The submissions will take place on:

<table>
<thead>
<tr>
<th>Submission month</th>
<th>Submission due date for schools</th>
<th>Submission due dates by districts</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2014</td>
<td>28 February 2014</td>
<td>7 March 2014</td>
</tr>
<tr>
<td>March 2014</td>
<td>28 March 2014</td>
<td>11 April 2014</td>
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<td>May 2014</td>
<td>30 May 2014</td>
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<td>June 2014</td>
<td>27 June 2014</td>
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<td>August 2014</td>
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<td>September 2014</td>
<td>26 September 2014</td>
<td>03 October 2014</td>
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<td>October 2014</td>
<td>31 October 2014</td>
<td>07 November 2014</td>
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<tr>
<td>December 2014</td>
<td>05 December 2014</td>
<td>10 December 2014</td>
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10. The school should have the following areas updated in the database for a successful submission:

10.1. The general school details should be up to date; this includes changes in cellphone numbers, postal addresses, e-mail addresses etc;

10.2. The 2014 learner details should be captured and up to date, this includes the South African Identity number, as required by the admission policy. The school should ensure that all learners that have left the school are archived as per the attendance policy.

10.3. Subject results should be updated for each learner; Subject allocation to educators should be up to date;

10.4. Learner and educator attendance should be updated;

10.5. Each educator teaching at the school should be loaded onto the system. This includes the current qualification and subjects taught.
10.6. The school should have loaded the 2014 Funding Norms paper budget into the financial module;

10.7. Expenditure against the budget should be up to date in the system.

10.8. LURITS feedback files should be loaded.

11. The submission will take place in the form of a LURITS deployment, which will allow the Department of Basic Education to allocate learner tracking numbers to every learner in the province and the country.

12. The Department appointed a service provider to assist with the implementation of SASAMS over the next three years. Support staff will be deployed at the circuit level to assist schools to make a successful submission. District staff will be deployed to identify training needs and conduct refresher training where required.

13. As part of the support the service provider will check the departmental laptop which was used for SASAMS for the following:

   13.1 Verify it against inventory;
   13.2 Update the anti-virus;
   13.3 Update the SASAMS application to the latest version
   13.4 Assist with quality assurance of the data on SASAMS
   13.5 Ensure that the connectivity is operational

14. The Department is in the process of implementing the e-Education strategy, with SASAMS as the agent for the e-Administration pillar of the strategy in the whole province.

15. Attached is an activity chart that guides schools to make a successful submission as well as the roles and responsibilities for officials at Circuits, District and Head Office.

16. Your cooperation and support for this important project is appreciated.

[Signature]

ML NGONZO
SUPERINTENDENT GENERAL