



Province of the  
**EASTERN CAPE**  
EDUCATION

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**OFFICE OF THE SUPERINTENDENT-GENERAL**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: **Website:**  
[www.ecdoe.gov.za](http://www.ecdoe.gov.za) : Email: [nomandla.gobeni@edu.ecprov.gov.za](mailto:nomandla.gobeni@edu.ecprov.gov.za); **Tel 040 604208 Fax: 086 647 8477**

**TO: Chairpersons: School Governing Bodies**  
**School Principals**  
**DDG: IOM**  
**DDG: EPM**  
**Chief Financial Officer**  
**District Management**

06 June 2016

**SCHOOLS TO UPDATE SASAMS WITH IDENTITY, PASSPORT OR STUDY PERMIT NUMBERS OF LEARNERS** (*With reference to Circular 06 of 2016*)

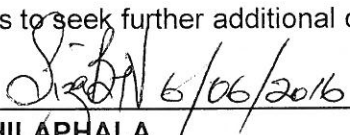
As outlined in Circular 06 of 2016 the department identified that schools have not captured Identity numbers (ID), Passport or Study Permit numbers for all learners or have captured it incorrectly resulting in the EMIS system therefore showing them as invalid. Funding for no ID numbers and invalid numbers is being withheld until corrected. Please update and correct SASAMS/EMIS by **17<sup>th</sup> of June 2016** so that ID numbers can be validated, reconciled and so that those monies initially withheld (excluded from the April/May tranches) can then be transferred to schools as the supplementary tranche.

Schools are advised to submit the list (with certified copies of supporting documents) of all (special cases) where there are challenges with learner profiles to the office of the **District Director** before the above mentioned date. The department will take it up with the Department of Home Affairs (DOHA) and Department of Social Services (SASA).

**Kindly note** that any exceptions and/or corrections not done by the 17<sup>th</sup> of June 2016, the affected learners will therefore be regarded as those that **no longer exist** and **will be taken off the enrolment** of the school.

**Please ensure that learner profiles are captured correctly on SASAMS to avoid any delays in receiving your funding.**

Any queries to seek further additional clarity can be sent to the EMIS Unit at [Abraham.Malaza@ecdoe.gov.za](mailto:Abraham.Malaza@ecdoe.gov.za)

  
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**SN NETSHILAPHALA**  
**ACTING SUPERINTENDENT-GENERAL**