Province of the EASTERN CAPE EDUCATION

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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:

Submission month	Submission due date for schools	Submission due dates by districts
February 2014	28 February 2014	7 March 2014
March 2014	28 March 2014	11 April 2014
April 2014	25 April 2014	02 May 2014
May 2014	30 May 2014	06 June 2014
June 2014	27 June 2014	4 July 2014
July 2014	01 August 2014	08 August 2014
August 2014	29 August 2014	05 September 2014
September 2014	26 September 2014	03 October 2014
October 2014	31 October 2014	07 November 2014
December 2014	5 December 2014	10 December 2014

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.

(ACTING)

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SUPERINTENDENT GENERAL