**ANNEXURE B:**

**E-LEARNING DEVICES – UPDATED RETRIEVAL REPORT**

An updated retrieval report for the devices issued to Grade 12 learners in 2020 is to be completed and submitted **on or before 31 March 2021**.

The updated retrieval report is to be submitted via email to the Asset Management responsible for the district in which the school is situated. The email address per district is as indicated in the table below.

|  |  |  |
| --- | --- | --- |
|  | **DISTRICT** | **EMAIL ADDRESS** |
| 1 | Alfred Nzo East | ane.assets@ecdoe.gov.za |
| 2 | Alfred Nzo West | anw.assets@ecdoe.gov.za |
| 3 | Amathole East | ame.assets@ecdoe.gov.za |
| 4 | Amathole West | amw.assets@ecdoe.gov.za |
| 5 | Buffalo City Metro | bcm.assets@ecdoe.gov.za |
| 6 | Chris Hani East | che.assets@ecdoe.gov.za |
| 7 | Chris Hani West | chw.assets@ecdoe.gov.za |
| 8 | Joe Gqabi | jog.assets@ecdoe.gov.za |
| 9 | Nelson Mandela Bay | nmb.assets@ecdoe.gov.za |
| 10 | OR Tambo Coastal | orc.assets@ecdoe.gov.za |
| 11 | OR Tambo Inland | ori.assets@ecdoe.gov.za |
| 12 | Sara Baartman | sab.assets@ecdoe.gov.za |

The **detailed Excel register** availed by the service provider during the handover process is to accompany the report, clearly indicating what has been retrieved and what has not been retrieved. An additional column is to be added at the end indicating the condition of the device. Should the school not have access to the detailed Excel register, the Principal must submit a request to the email address [mfanawethu.cele@ecdoe.gov.za](mailto:mfanawethu.cele@ecdoe.gov.za) for the register.

**UPDATED RETRIEVAL REPORT (31 MARCH 2021)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DISTRICT** |  | | | | | | |
| **SCHOOL NAME** |  | | | | | | |
| **PRINCIPAL’S NAME** |  | | | | | | |
| **PRINCIPAL’S CONTACT DETAILS** | **Cell** |  | | **Email** | |  | |
| **TYPE OF DIGITAL LTSM ISSUED BY DOE (*indicate with X*)** | **Tablets, incl. SIM cards**  **(Quintiles 1-3)** | |  | **Individual SIM cards**  **(Quintiles 4 & 5)** | | |  |
| **NUMBERS ISSUED & RETRIEVED (*Tablets & SIM cards to be indicated separately where Tablets incl. SIM cards were issued*)** | **Number of TABLETS issued** | |  | **Number of SIM cards issued** | | |  |
| **Number of TABLETS retrieved** | |  | **Number of SIM cards retrieved** | | |  |
| **Number of TABLETS not retrieved** | |  | **Number of SIM cards not retrieved** | | |  |
| **REASON FOR SHORTFALL (*in instances where not all items were retrieved*)** |  | | | | | | |
| **RETRIEVAL PLAN (*in instances where not all items were retrieved*)** | **Action(s)** | | | | **Timeframe(s)** | | |
|  | | | |  | | |

I declare that the above report and attached Excel register contain a complete and accurate record of what was issued and retrieved by the school, as well as the condition of the retrieved devices.

|  |  |
| --- | --- |
| **Principal’s Name (print)** |  |
| **Principal’s Signature** |  |
| **Date** |  |