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**OFFICE OF THE HEAD OF DEPARTMENT**

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**INTERNAL MEMO**

**TO**                **DEPUTY DIRECTOR GENERALS**  
**CHIEF DIRECTORS**  
**DISTRICT DIRECTORS**  
**CMC HEADS**  
**CIRCUIT MANAGERS**  
**ALL SCHOOL PRINCIPALS**

**FROM**           **HEAD OF DEPARTMENT**

**SUBJECT**       **SCHOLAR TRANSPORT INFORMATION MANAGEMENT IN SCHOOLS**

**DATE**            **05<sup>TH</sup> MARCH 2024**

The purpose of this Memo is to bring to attention of School Principals challenges that relate to capturing of scholar transport needs at school level. In order to secure data validity, the Department took a decision to capture all scholar transport needs on SASAMS. This serves to validate authenticity of demand and identity of target learners.

Experience from the last three weeks of capturing learners on SASAMS points to a challenge of loading and capturing at school level. Numbers are either far above or below the quota received per school. This points to lack of quality assurance at the point of capturing.

In the light of the above, the Department is formally appointing all school Principals as Accounting Officers for data capturing in their schools. They will take full responsibility for correctness or incorrectness of their data to EMIS.

Thank You

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**Ms S Maasdorp**  
**Acting Head of Department**

05.03.24

**Date**