



## OFFICE OF THE DIRECTOR: EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS)

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### MEMORANDUM

**TO : DISTRICT DIRECTORS  
CMC HEADS  
CIRCUIT MANAGERS  
SCHOOL PRINCIPALS**

**FROM : ACTING CHIEF DIRECTOR: IOM**

**DATE : 09 APRIL 2025**

**SUBJECT : DIRECTIVE TO SUBMIT TERM 1 DATA – Deadline: 10 April 2025.**

#### 1. Purpose

The purpose of this memo is to remind all schools of the requirement to submit Term 1 data by no later than 10 April 2025, in accordance with the annual EMIS reporting schedule.

#### 2. Background

In terms of EMIS Instruction No. 3 of 2025, the Department outlined the key calendar events and reporting timelines for the year. Among these is the submission of Term 1 data, which forms a critical component of education planning, monitoring, and reporting.

Furthermore, schools are reminded of their legal obligation to provide accurate and timeous information to the Department as stipulated in the South African Schools Act, 1996 (Act 84 of 1996) and other relevant statutory prescripts.

#### 3. Directive

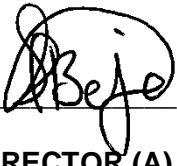
All schools are hereby instructed to submit their Term 1 data on or before 10 April 2025. Non-compliance with this directive may result in administrative follow-up and could potentially impact decision-making processes dependent on this data. The submission status as on 09 April 2025 is as follows:-

**DIRECTIVE TO SUBMIT TERM 1 DATA – Deadline: 10 April 2025.**

Count of Institution	Status		
Row Labels	Outstanding	Submitted	Grand Total
<b>CLUSTER A</b>	<b>8.74%</b>	<b>91.26%</b>	<b>100.00%</b>
ALFRED NZO EAST	0.43%	99.57%	100.00%
ALFRED NZO WEST	4.69%	95.31%	100.00%
CHRIS HANI EAST	4.15%	95.85%	100.00%
JOE GQABI	20.55%	79.45%	100.00%
OR TAMBO COASTAL	8.23%	91.77%	100.00%
OR TAMBO INLAND	13.74%	86.26%	100.00%
<b>CLUSTER B</b>	<b>9.41%</b>	<b>90.59%</b>	<b>100.00%</b>
AMATHOLE EAST	12.42%	87.58%	100.00%
AMATHOLE WEST	2.87%	97.13%	100.00%
BUFFALO CITY	12.88%	87.12%	100.00%
CHRIS HANI WEST	9.36%	90.64%	100.00%
NELSON MANDELA	3.72%	96.28%	100.00%
SARAH BAARTMAN	12.67%	87.33%	100.00%
<b>Grand Total</b>	<b>9.06%</b>	<b>90.94%</b>	<b>100.00%</b>

Should you experience any challenges in completing your submission, please contact the EMIS office urgently contact your EMIS coordinator.

Your cooperation in ensuring full compliance with this directive is appreciated.

PP   
 CHIE DIRECTOR (A) – IOM  
 M MANCOKO

09 April 2025  
 DATE

**DIRECTIVE TO SUBMIT TERM 1 DATA – Deadline: 10 April 2025**