**ANNEXURE A**

**LTSM 2020 RETRIEVAL REPORT – GRADE 12 TABLETS AND SIM CARDS**

To be completed and submitted to the ETL Directorate on the email address [Mfanawethu.Cele@ecdoe.gov.za](mailto:Mfanawethu.Cele@ecdoe.gov.za) by 21 December 2020 for the 2020 academic year.

A full and accurate Excel register (incl. details of learners and description and details of items issued to them) is to accompany the report, clearly indicating what has been retrieved and what has not been retrieved. *See accompanying Excel template for reporting fields.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | |  | **Individual SIM cards** | | |  |
| **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.

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