



OFFICE OF HEAD OF DEPARTMENT

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CIRCULAR NO 20 OF 2021

TO : DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
ALL DIRECTORS
ALL CMC HEADS AND CIRCUIT MANAGERS
ALL SCHOOL PRINCIPALS
ALL DISTRICT EMIS COORDINATORS
ALL SCHOOL GOVERNING BODIES
SCHOOL ADMINISTRATION CLERKS
SCHOOL FINANCE OFFICERS

FROM : HEAD OF DEPARTMENT

DATE : 14 DECEMBER 2021

SUBJECT : RELEASE OF YEAR END LEARNER PERFORMANCE REPORT CARDS

1. The above matter has reference.
2. The department is undated with complaints and concerns received from the public that some schools refuse to release End of Year Learner Performance Report Cards on account of non-payment of school fees and other reasons, etc.
3. You are reminded that in terms of SASA Section 41(7) "A learner may not be deprived of his or her right to participate in all aspects of the programme of a public school despite the non-payment of school fees by his or her parent and may not be victimised in any manner, including but not limited to the following conduct".....(d) denial of a school report or transfer certificate.
4. You are therefore advised to desist from the conduct reflected above as it is direct violation of learner's rights and anyone found to be continuing shall face consequences.

Yours faithfully,

DR. N. MBUDE
HEAD OF DEPARTMENT
DATE: 14/12/21

RELEASE OF YEAR END LEARNER PERFORMANCE REPORT CARDS