



OFFICE OF THE DIRECTOR: EDUCATION MANAGEMENT INFORMATION SYSTEMS

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Dr S Beje**. Tel: 043 702 7403. Email: Sibongile.Beje@ecdoe.gov.za

Website: www.ecdoe.gov.za

EMIS INSTRUCTION NO 2 OF 2024

TO : DEPUTY DIRECTORS-GENERAL, CHIEF DIRECTORS, HEAD OFFICE/DISTRICT DIRECTORS, CIRCUIT MANAGEMENT HEADS, CIRCUIT MANAGERS, DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS, PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS OFFERING GRADE R-12, TEACHER UNIONS AND SCHOOL GOVERNING BODIES

DATE : 15 NOVEMBER 2024

SASAMS 2024 END OF YEAR PROCEDURES

1. INTRODUCTION

- All schools are required to submit their end of year results via the SASAMS system to the ECDoE.
- The final submission period for 2024 will open on 29 November 2024 and schools are encouraged to upload the final submission at the latest on 13 December 2024.
- To make a successful submission, adherence to the following requirements is required:
- The patch version of the database should be 24.1.1 – a copy of the latest patch can either be obtained from the district EMIS coordinator or downloaded from the Thutong website (<https://www.thutong.doe.gov.za/Default.aspx?alias=www.thutong.doe.gov.za/administration>);
- Attendance for learners and educators should be updated as per the manual registers up until the last day of the term.
- The school principal should ensure that the manual attendance registers of learners and educators exactly match the attendance recorded in SASAMS. The Auditor General has raised concern that school managers are not monitoring that the attendance reported on the manual attendance registers matches the attendance captured in SASAMS and sent to the Department. School Managers must ensure that the attendance on SASAMS tallies exactly with that on the hardcopy attendance register.
- Results for Term 4 should be captured, the schedules printed and approved by the circuit manager.
- The data in menu item 12.7.18 should be saved to allow the printing of schedules and reports.
- Reports to the parents must be printed after the schedule has been approved by the circuit manager.

2. RECORDING OF RESOURCES RECEIVED

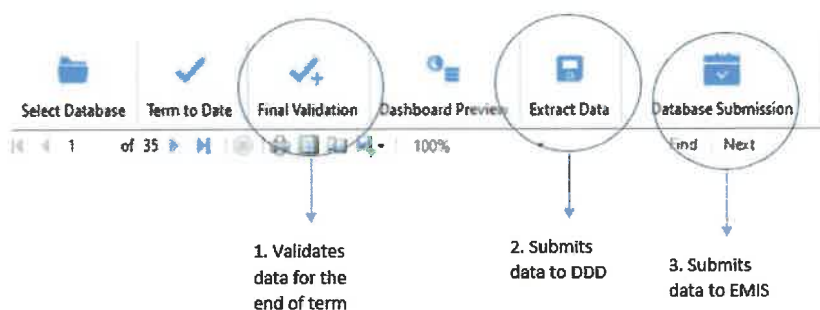
- Any LTSM material delivered in 2018 - 2024 should be recorded in the LTSM module (14.1).
- LTSM material issued to learners and returned should be recorded as such.
- The Physical Infrastructure Register should be updated for 2024 (Menu 14.5) and any new classrooms which have been built should be recorded.
- All financial transactions up until the day of deployment should be processed in the Financial module (Circular 12 of 2021).

3. LEARNER PROMOTION AND PROGRESSION INFORMATION

- The end of year promotion of learners should be completed (Menu 3.19).
NB: It is advisable that the school makes a backup of the database BEFORE any promotions are processed in menu 3.19.
- A LURITS deployment should be completed and signed by the principal (Menu 17). A copy of the signed report should be sent to the EMIS coordinator as proof that the procedure has been completed.
- To be able to submit a database of high quality, the following steps should be completed in the sequence outlined below:
- All learner achievements must be captured for each quarter. This means only Term 4 results will be captured as all other term results were captured in previous terms. (Menu 12.3.12)
- After completing the capturing of marks, the results must be verified by the school Head of Department and/or Principal. The results must finally be verified by the school Principal.
- Report mark comments should be saved in menu 12.7.16.3.
- Please ensure that learner attendance is updated before saving data in menu 12.7.18 to ensure that the number of days absent reflects correctly on the final schedule.
- All learners who did not meet promotion requirements as set out in the Assessment requirements, but who qualify to be progressed, should be indicated as such and a relevant reason for the progression selected (Menu 12.7.18).
- Note that no adjustment will be made on the results but marking the results with asterisk "*" or "C" that leads to a promotion decision change, will be done on the schedule.
- Submit the schedule to the circuit manager for approval.
- Once approved by the circuit manager, print the final schedule (menu item 12.9.15.7), after effecting the changes by the circuit manager.
- Submit the final printed schedule to the circuit manager with the original approved schedule. The circuit manager will use the initially approved schedule to check if the changes that were approved have been affected.
- Once the circuit manager approves the final schedule, he/she must sign it and accept it as the final schedule.
- Every school must keep copies of the two schedules in a safe location for auditing purposes.
- Print, sign, and issue learner reports to parents/guardians of learners.

4. MANAGEMENT OF LEARNER RECORD INFORMATION

- Mark attendance for all the learners until the end of the term as per the manual registers. **Note that marking the attendance of learners and educators must be done before doing promotion.**
- Make a backup copy of the database before processing the learner promotions for 2024. **This step is very important since the promotion process is final and cannot be reversed.** Keep this backup copy of the database in a secure location, away from where the laptop is stored.
- **Do not archive any learners before processing any promotions** in Step 2 of sub-menu 3.19. Any archived learners will result in validation errors in the Valistractor process.
- Process the 2024 promotions which will promote the learners into the next applicable grades for 2025. (Menu Item 3.19 number 1. and 2.).
- The school can now allocate the learners to the correct class for the 2025 academic year. (Menu Item 3.19 number 3.).
- Approve and deploy the database using LURITS Approval Module and submit the database to EMIS by following the steps below.
- Use the latest version of the Valistractor application to do a Final validation. If it passes the final validation, submit the database to the Data Driven Districts by clicking on the "Extract Data" button and submit the database to the EMIS Warehouse by clicking on the "Database Submission" button. **Please note that this action requires two steps, and both should be completed.**

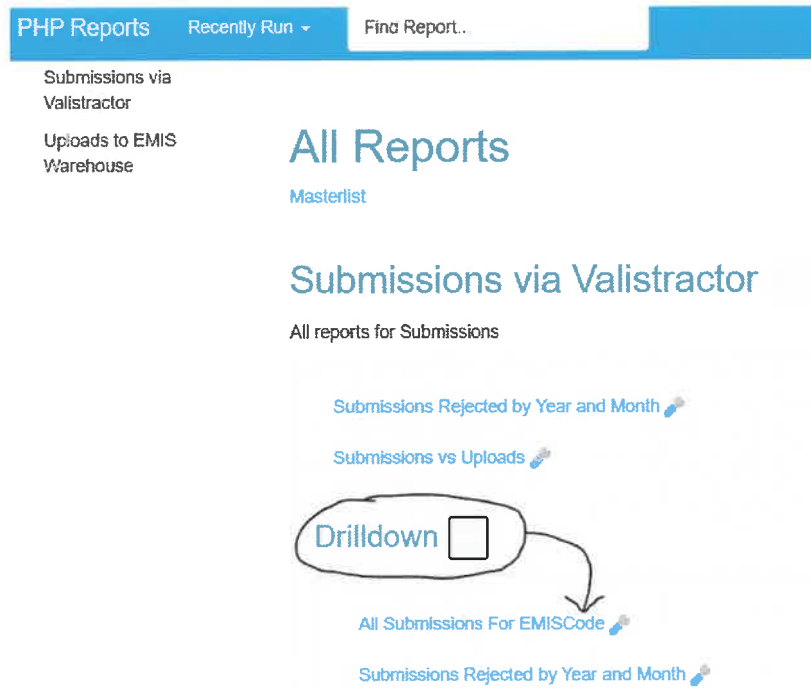


- An email confirming the submission will be sent to the departmental email address of the school. Please ensure that you are in possession of this e-mail as proof of submission.
- Finally ensure that the copies of the database prior to promotion and after promotion are kept safely in a separate location from the laptop.

5. MANAGEMENT OF SUBMISSIONS

- Send a copy of the principal signed LURITS deployment form to the district EMIS office. Districts may also require a copy of the final database. The original form should be kept on file at the school for auditing purposes.
- Principals must ensure that the final database with promotion is submitted to EMIS before the schools close for the 2024 academic year as the data will be used to analyse learner performance for all grades by the provincial and national departments. Principals should ensure that they receive confirmation from the district EMIS coordinator that the data was successfully loaded. The principal of any school who will not have submitted the end of year results by 13 December 2024 will be requested to report in person to the district office to make the required submission.

- Circuit managers should closely monitor the accuracy of the data through the proper checking of the schedules and further monitor the submission of data from their circuits.
- Schools can check the submission of data to Data Driven Districts by logging into the application 24 hours after uploading – the data usually reflects within 24 hours after uploading.
- Principals can further monitor the submission of their data to EMIS by accessing the online report at: https://reports.emistools.co.za/report/html/?report=submissions/drilldown/submissions_by_emiscode.sql



- Kindly contact the district EMIS Coordinator. Should schools require any further clarity on this Instruction Note, you may call the Provincial Helpdesk official, namely, Ms. N Malgas at the following contact number:

Tel : 043 702 7451

E-mail: ncumisa.malgas@ecdoe.gov.za

- Further assistance can be obtained by contacting:
 - Mr. G Pillai gopan.pillai@ecdoe.gov.za
 - Mr. R Janse van Rensburg riaan.jansevanrensburg@ecdoe.gov.za
 - Ms. F Mngatu (DDD) fiola.mngatu@ecdoe.gov.za.
- Schools can also access support from other schools through the "SASAMS User Support" Facebook site.

TJZ MUYIDA
DDG: TOM & EDC