Province of the
EASTERN CAPE
EDUCATION

Iphondo leMpuma Kapa Isebe leMfundo
Provinsie van die Oos Kaap: Department van Onderwys
Provense ya Kapa Botjhabela: Lefapha la Thuto

OFFICE OF THE DIRECTOR: EDUCATION MANAGEMENT INFORMATION SYSTEMS

EMIS INSTRUCTION NO 3 of 2024

TO : **DEPUTY DIRECTORS-GENERAL, CHIEF DIRECTORS, HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS, CHIEF EDUCATION SPECIALISTS, CIRCUIT MANAGERS, EDUCATION DEVELOPMENT OFFICERS, DEPUTY CHIEF/SENIOR EDUCATION SPECIALIST, PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS OFFERING GADE R-12, TEACHER UNIONS AND SCHOOL GOVERNING BODIES**

DATE : **19 NOVEMBER 2024**

2025 ACADEMIC YEAR PROGRAMME OF SUBMISSION OF SASAMS DATABASES

1. Background and information

- Sections 59 (1) and (2), of the South African Schools Act (SASA), 1996 (Act No. 84 of 1996), as amended, stipulate that every school must supply information about the school as is reasonably required by the Head of Education in a province.

- The South African Schools Administration and Management Software (SASAMS) is a software solution that caters for all the areas of school administration and is available at no cost to all schools in the province.

- SASAMS was made compulsory in the Eastern Cape through Circular 20 of 2012 in compliance to CEM decision of November 2012.

- The software provides a common tool for improving the effectiveness of administration of all school activities and for schools reporting to the Department and replaces all paper based EMIS surveys.

- Circulars 26 of 2013, 24 of 2014, 27 of 2015 and 6 of 2017, 11 of 2018, 7 of 2019 and 1 of 2020, provided dates for regular monthly submissions of SASAMS deployed databases by all schools in the province in 2014-2020 and 2021 respectively.

- EMIS Instruction 7 of 2010 stipulated the roles and responsibilities of the various role-players in the implementation of SASAMS.

- Information about educators, learners, parents, non-teaching staff and active SGB members must be updated at least quarterly to ensure that updated information is stored at the school.

- To further comply with the Admission Policy, each school must safely keep a certified copy of each learner ID or Passport at the school and ensure that it is available for auditing purposes. For learners who are immigrants, certified copies of study permits or any other relevant documents, should also be available.

2. Communication on SASAMS

- This communication serves to communicate the dates for the 2025 submission of SASAMS databases by schools to the provincial data warehouse and the Data Driven Districts (DDD).

- School principals are encouraged to meet the stipulated deadlines to avoid any delay in the transfer of resources to schools. Using the online tools which have been made available to schools, it is possible to submit the database within a few minutes. The current preferred software to be used for submission is Valistractor, which enables the submission of data to both EMIS and DDD.

- Any admission or movement of learners between schools and provinces should be accompanied by an SASAMS generated, watermarked **Learner Transfer Form** which is generated once a learner's information has been archived at the releasing school. The duplication of learners is limited by doing this.

- Department officials, together with the School Governing Bodies, are encouraged to advocate the importance of the submission of the correct supporting documents with every learner application as per the Learner Admission Policy.

2.1 Expectations from schools and districts on the General security guidelines and requirements:

- Sharing of password to access SASAMS with anyone is prohibited and every staff member who has access to the SASAMS must login using their own credentials.

- Regular back-ups of the database must be made and kept at a location which is not in the same room as where the main computer/laptop/server is hosted. Daily backups are encouraged to avoid data loss.

- No school must access the back end of the database. This is not encouraged and schools who decide to do so may be subjecting themselves to Department disciplinary procedures.

3. General guidelines on recording attendance:

- Attendance of learners and educators should be recorded daily, and any submission of data should include the updated attendance up to the latest deployment date. The source of both educator and learner attendance must be the attendance registers.

- School managers should monitor the recording of attendance very closely since the Auditor General has found that the submitted records do not correspond with the manual registers at schools in all cases.

- Circuit Managers are urged to make use of the standardised Data Driven District (DDD) platform to monitor curriculum task coverage and the attendance of learners and educators, which schools are required to upload to DDD every Friday.

- All Department officials are required to insist that schools submit SASAMS printed Schedules as part of monitoring the implementation of the Curriculum SASAMS usage and Task

coverage as per the Curriculum Coverage circular from the Office of the Deputy Director General – EPEM issued in 2017.

- For districts to provide the public with timely, accessible and accurate information, it is imperative that SASAMS be fully and effectively operational in all schools in the Province.

- Document management and the general upkeep of functional education data is essential for the running of efficient and transparent public administration in education. Educational institutions should ensure the safekeeping of any supporting documents for auditing purposes as stipulated by relevant archiving legislation.

- All schools must, at the beginning of each academic year, set and use the official Eastern Cape Chart of Accounts on the Financial Assistant module. District offices are urged to assist the schools in this regard.

4.   The Snap Survey Submission

- Snap survey submission period will open on 24 January 2025 and the final due date of the submission is 31 January 2025. The requirement for this submission is:

- Patch 24.1.1 or higher should be loaded.

- All registered learners for 2025 should be captured.

- Each learner should further have the correct number of subjects assigned.

5.   NSC 2025 Learner information submission

- The NSC 2025 learners for 2025 should be checked and subjects confirmed in SASAMS since the first upload to the NSC system will be extracted from this submission. The following is particularly important:

- Biographical details of the grade 12 learners;

- Ensure that each grade 12 learner has an ID number;

- Check if the subject allocation is correct as per policy. E.g. learners taking Physical Science should also take Mathematics and **NOT** Mathematical Literacy.

6. Scholar Transport Routes

- should be checked, and the learners assigned to the routes updated for the 2025 academic year as per approved quotas.

- The Snap Survey data submitted by the school will be used to provide **Scholar Transport** learner data to the Department of Transport

7. Uploading of data

- LTSM issued to learners should be recorded by the school principal.

- Educators to upload their duties for 2025.

- Principals to ensure that the qualifications of teaching and non-teaching staff must be updated.

- Principals to ensure that any educator who has been trained in any form of Inclusive Education teaching, should please ensure that their qualifications are updated accordingly.

- Schools are required to do weekly Valistractor uploads of their submission to the DDD and EMIS every Friday by 14:00. All submissions will be done through the Valistractor.

- The requirements for every submission in 2025 are stipulated in the attached Annexure A. All submissions must be on the latest patch unless otherwise stated. The availability of the latest patch can be checked on
  https://www.thutong.doe.gov.za/Default.aspx?alias=www.thutong.doe.gov.za/administratio n

- Kindly note that, although there are weekly requirements that each school be expected to meet when making submission, as the year progresses, the Department may require information at an earlier date than the dates stated on this communication, depending on the urgency of the information and that additional requirements may be communicated before the submission date.

- After the data has been submitted to the LURITS by the ECDoE, the learner and educator IDs will be verified for existence with the Department of Home Affairs.

- Once the LURITS feedback files have been received, all schools are required to install the feedback files to their school databases and ensure that the next submission has the feedback files installed. District offices will assist schools to carry out the task of installing the feedback files.

- All Principals are kindly requested to bring EMIS Instruction 03 of 2024 all teachers, non-teacher staff and the SGB.

MR TZ MTYIDA
DDG: OM & EDC

26. 11. 2024

Annexure A: SASAMS Submission Requirements: 2025

Module	Submission 01 Submit Date 2025/01/31	Submission 02 Submit Date 2025/02/21	Submission 03 Submit Date 2025/03/28	Submission 04 Submit Date 2025/04/25	Submission 06 Submit Date 2025/06/27	Submission 07 Submit Date 2025/08/01	Submission 08 Submit Date 2025/08/29	Submission 09 Submit Date 2025/10/03	Submission 10 Submit Date 2025/10/31	Submission 12 Submit Date 2025/12/12
Learner Information										
2024 Learner Promotions completed	✓	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
Learner registrations for 2025 captured	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Subjects assigned to learners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Learner Attendance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scholar Transport	✓	✓	✓	✓	✓	✓	✓	✓	✓	⊘
School Feeding	✓	✓	✓	✓	✓	✓	✓	✓	✓	⊘
Hostel learners captured	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Deworming data updated	⊘	✓	✓	✓	⊘	✓	⊘	⊘	✓	⊘
Learner Admissions										
Learner admissions for 2026 captured	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	✓	✓
Learner admissions processed as future learners for 2026	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	✓

	C1	C2	C3	C4	C5	C6	C7	C8	C9
Educator Information									
Educator Attendance	✓	✓	✓	✓	✓	✓	✓	✓	✓
Leave taken	✓	✓	✓	✓	✓	✓	✓	✓	✓
Subjects taught in 2025	✓	✓	✓	✓	✓	✓	✓	✓	✓
Verify/Update qualifications	✓	✓	✓	✓	✓	✓	✓	✓	✓
Governance Information - Public Schools									
School Governance Body	✓	✓	✓	✓	✓	✓	✓	✓	✓
Physical Resources									
LTSM Received recorded	✓	✓	✓	⊘	⊘	⊘	⊘	✓	✓
LTSM Issued to learners	✓								✓
LTSM retrievals recorded	✓	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
Infrastructure register updated for 2025	✓	✓	✓	✓	✓	✓	✓	✓	⊘
Inventory confirmed	⊘	✓	✓	✓	⊘	⊘	⊘	✓	✓
Security and Database Function									
Maintain Marks Capturing Security	✓	✓	✓	✓	✓	✓	✓	✓	✓
Maintain User Profiles	✓	✓	✓	✓	✓	✓	✓	✓	✓
Maintain Users	✓	✓	✓	✓	✓	✓	✓	✓	✓
Curriculum Results									
NSC Registrations - Schools with Grade 10-12	✓	✓	✓	✓	✓	✓	✓	✓	⊘
Term 1 Results and Schedule	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
Term 2 Results and Schedule	⊘	⊘	⊘	✓	⊘	⊘	⊘	⊘	⊘
Term 3 Results and Schedule	⊘	⊘	⊘	⊘	⊘	⊘	✓	⊘	⊘
Term 4 Results and Schedule	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	✓
Learner promotions finalised for 2025	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	✓
LURITS Deployment	✓	✓	✓	✓	✓	✓	✓	✓	✓

Financial Module

Financial Module												
Banking details confirmed / updated	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
EC Charter of Accounts selected	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2025 Paper budgets loaded	⊘	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monthly utilisation of Budgets updated	⊘	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Key

✓ (orange)	Blocking: Item required - data will not be processed without it.
✓	Warning: Schools are strongly encouraged to keep this updated.
⊘	Item will not result in a database rejection for the specified period.

Submission Periods 05 and 11 are reserved for any unforeseen projects/collections which might be required.