Annexure A: SASAMS Submission Requirements: 2025

Module	Submission 01 Submit Date 2025/01/24	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	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	✔

	1	2	3	4	5	6	7	8	9	10
Educator Information										
Educator Attendance	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Leave taken	✔	✔	✔	✔	✔	✔	✔	✔	Leave taken	✔
Subjects taught in 2025	✔	✔	✔	✔	✔	✔	✔	✔	Subjects taught in 2025	✔
Verify/Update qualifications	✔	✔	✔	✔	✔	✔	✔	✔	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	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	Term 4 Results and Schedule	✔
Learner promotions finalised for 2025	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	✔
LURITS Deployment	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔

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

Key

✔	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.