



## **CIRCULAR NO.63 OF 2019**

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**TO :** CHIEF DIRECTOR DISTRICT COORDINATION AND MANAGEMENT  
DISTRICT DIRECTORS  
CIRCUIT COORDINATORS  
CIRCUIT MANAGERS  
CIRCUIT SAMS ADMINISTRATORS  
PRINCIPALS OF PUBLIC AND INDEPENDENT ORDINARY SCHOOLS  
PRINCIPALS OF PUBLIC AND INDEPENDENT SPECIAL SCHOOLS

**FROM :** MR. JR NKOSI  
ACTING HEAD: EDUCATION

**DATE :** 9 JULY 2019

**SUBJECT :** SECOND QUARTER 2019 SA-SAMS DATABASE COLLECTIONS

This serves as a notification that the SA-SAMS databases from public, independent ordinary and special schools must be submitted to the respective circuit offices by no later than the **17<sup>TH</sup> JULY 2019** for collection by Head Office staff from the 18<sup>TH</sup> JULY 2019.

Special schools should also submit their databases and assistance will be provided where needed.

The following should be noted:

1. All schools should update their general information in module1 by using the correct district name (Bohlabela, Ehlanzeni, Gert Sibande or Nkangala).
2. Select the applicable circuit with the drop-down option in module 1.1 and save as such.
3. Update particulars of the school and Principal, e.g. contact details etc.
4. Ensure that learner and educator attendance are captured in full. Schools with no absenteeism will be rejected and returned to the school and treated as non-submission.

Schools that are still using third party systems must submit their data in the SA-SAMS format otherwise those databases will be rejected and treated as non-submissions and be dealt with accordingly.

The cooperation of all is appreciated to make education data work for us.

**MR. JR NKOSI**  
**ACTING HEAD: EDUCATION**

Date: 10.07.2019