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To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of ordinary public and applicable special schools

Short summary: *Online system for the identification of workbook shortages and surpluses for January 2017.*

Subject: Online system for Grades R to 9 workbooks for 2017

1. Circular 0029/2016 reported that workbooks for Grades R to 9 learners for the first 6 months of 2017 will be delivered to all public schools. These workbooks were scheduled for delivery in full by 22 September 2016. The Grade R workbooks consist of Book 1 and 2 (1st and 2nd Term) and the Grades 1 to 9 workbooks consist of Volume 1 (1st and 2nd Term).
2. In order to identify workbook shortages and surpluses for Grades R to 9, all public schools should access CEMIS between 24 and 28 October 2016. During this time schools should capture and sign off their 2017 projected learner numbers and the total number of workbooks actually received per subject for Grades R to 9 on CEMIS.
3. When accessing CEMIS, schools should select the "Administration" option on the menu bar. On the drop down list, select "Workbooks" and then select the "Welcome and guidelines" or "Capture" screen.
4. The following persons can be contacted should you require assistance with the capturing of your details and the sign-off process:

Vuyelwa Madasi (tel. no. 021 467 2108) or email address

Vuyelwa.Madasi@westerncape.gov.za

Bongiwe Nkwali (tel. no. 021 467 2221) or email address
Bongiwe.Nkwali@westerncape.gov.za

Kashiefa Sedien (tel. no. 021 467 2553) or email address
Kashiefa.Sedien@westerncape.gov.za

5. Once all the school's workbook details have been captured for the particular phases, the sign-off process must be completed.
6. The information gathered regarding workbook shortages and surpluses will be made available to district officials who will be responsible for facilitating the distribution and collection of workbooks if there are shortages or surpluses.
7. Kindly bring the contents of this circular to the attention of all relevant personnel.

SIGNED: BK SCHREUDER
ACTING HEAD: EDUCATION
DATE: 2016-10-06