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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Management and Governance, Circuit Managers, Principals of ordinary public schools

Short summary: *This serves to inform schools of a basic function to report on textbook retrieval on CEMIS.*

**Subject: Completion of basic textbook retrieval report – CEMIS**

1. A large portion of norms and standards funding is used annually to provide learners in all grades with textbooks.
2. It is incumbent on principals, educators, learners and parents to care for these books and to retrieve these books so that they can be re-used over a 3 to 4 year lifespan.
3. The Western Cape Education Department is required to submit an annual report on textbook retention and retrieval to the Department of Basic Education and to keep records for audit purposes.
4. Schools are requested to complete and sign off a basic report on CEMIS to indicate how many textbooks were issued to learners and how many were retrieved per grade.
5. The report must be completed between 23 November 2018 and 14 December 2018.
6. To access the capture screen on CEMIS go to:
  - the “**Administration**” tab; and
  - select “**Textbook Retrievals**” in the drop down menu and complete.
7. Kindly bring the contents of this circular to the attention of all concerned.

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2018-11-03