



Reference: 20170327-9479
12/2/8/17/1/2

Enquiries: K Lackay

Institutional Resource Support Minute: 0002/2017

To: Chief Directors, Directors (Head Office and district offices), Circuit Managers and Principals of schools with WCED-funded learner transport schemes

Subject: Confirmation of learners making use of WCED-funded learner transport

1. You are referred to Institutional Resource Support Minute: 0007/2016, in which schools were informed that the process of capturing the names of Grades R to 12 learners making use of WCED-funded learner transport on CEMIS had been finalised.
2. An opportunity will be given to principals to verify the details of learners making use of WCED-funded learner transport for the 2017 school year. Principals must ensure that learner names are correctly assigned to routes and pick-up points. This must be done from 15 to 19 May 2017.
3. A pilot will be conducted, from 24 April 2017 to 05 May 2017, whereby a selected number of schools will be given the opportunity to verify their learner details. These schools will be contacted directly.
4. Thereafter the remaining schools with learner transport routes will be given the opportunity to verify their learner details.
5. Any discrepancies relating to learner names authorised for transport or learners listed who no longer make use of WCED-funded learner transport must be reported to Ms Rhonell de Vries at the Subdirectorates: Learner Transport Schemes (LTS) at Head Office via tel. no. 021 467 2136 or email to Rhonell.DeVries@westerncape.gov.za.
6. The system will automatically remove the names of learners who have left the school.
7. Please note that any additional learners authorised for transportation may only be captured by officials at the Subdirectorates: LTS after approval for their inclusion has been granted via the official LTS application process.

8. Once the verification process has been finalised, principals will be required to sign off on learner transport details on CEMIS.
9. Your cooperation is appreciated.

SIGNED: TS MATSELISO

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2017-04-04