



Reference: 20170912-4831

12/2/13/6

Enquiries: V Madasi

Institutional Resource Support Minute: 0007/2017

Expiry date: None

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 2018.*

Subject: Online system for Grades R to 9 workbooks for 2018

1. Workbooks (Grades R to 9) for the first half of 2018, as indicated in Circular 0026/2017, were delivered to all schools.
2. In order to timeously identify workbook shortages and surpluses for Grades R to 9 in the first half of 2018, all public schools should access CEMIS between 23 and 27 October 2017. During this time schools should capture and sign off on the actual number of workbooks received for each grade against their learner enrolment projection for January 2018.
3. When accessing CEMIS, schools should select the "Administration" option on the menu bar. In 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 on tel. no. 021 467 2108 or via email address

Vuyelwa.Madasi@westerncape.gov.za

Noncedo Mbali on tel. no. 021 467 2142) or via email address

Noncedo.Mbali@westerncape.gov.za

Kashiefa Sedien on tel. no. 021 467 2553 or via 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 accessible to the relevant district officials via EduInfoSearch, who will be responsible for facilitating the distribution and collection of workbooks where there are shortages or surpluses.
7. Kindly bring the contents of this minute to the attention of all relevant personnel.

SIGNED: HA LEWIS
DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING
DATE: 2017-09-14