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12/2/10/3
Enquiries: C Adriaans

Knowledge and Information Management Minute: 0001/2017

To: Chief Directors, Directors (Head Office and district offices), Circuit Managers and Principals of ordinary public and independent schools

Subject: 2017 SNAP Survey for ordinary public and independent schools, Language of Learning and Teaching and learner subject changes

1. SNAP Survey 2017

- a) The annual SNAP Survey for ordinary public and independent schools will be used for the administration and governance of schools, as well as the supply of resources for 2017.
- b) The SNAP Survey for ordinary public and independent schools must be completed and signed off by the principal on CEMIS by 24 January 2017. The due date for Circuit Managers to sign off on the online CEMIS SNAP survey data is 27 January 2017.
- c) Before sign-off on CEMIS, the principal or their delegate must ensure that the following have been done:
 - i) All learners that are registered and attending school for 2017 must appear in their correct grade and class on CEMIS.
 - ii) Any learner who was expected to return, but who did not arrive at your school to take up enrolment by 24 January 2017, must be deregistered as per the learner attendance policy. (These learners can be re-registered on CEMIS if they report for admission after 24 January 2017.)
 - iii) The list of educators on CEMIS must be updated and verified, as at 24 January 2017, and their appointment status on CEMIS must be confirmed. A staff summary screen on CEMIS will automatically populate using the verified educator data. The capture screens that report the number of staff at the school must be completed accurately.
 - iv) The sign-off section of the survey must be completed.

2. Language of Learning and Teaching

Principals must ensure that language subjects and the Language of Learning and Teaching (LoLT) are correctly captured for each learner before the end of February

2017. Data sign-off reports for subjects and the LoLT will be provided on CEMIS in February 2017.

3. **Learner subject changes**

The subjects for all grades must be checked for correctness. Schools offering Grade 12 must ensure that subject changes are completed for sign-off by 27 January 2017. **The subject change request facility for Grade 12 learners will be available until the end of January 2017 only.**

4. The quality of EMIS data will be linked to norms and standards transfer payments. EMIS data compliance reports will be available to principals on CEMIS from 09 January 2017. The principal must manage the coordination of these required tasks to ensure accurate data on CEMIS.

5. The Western Cape Education Department appreciates the contribution of data and the commitment of all education officials in 2016. We look forward to your continued support in 2017.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2016-12-15