



Reference: 20170131-7831
12/2/10/3
Enquiries: J Pheiffer

Knowledge and Information Management Minute: 0002/2017

To: Chief Directors, Directors (Head Office and districts offices), Circuit Managers and Principals of special needs education schools

Subject: 2017 WCED SNAP Survey for Special Needs Education (SNE) schools

1. The WCED SNAP Survey for special needs education schools will be conducted on 07 March 2017. Principals will be required to sign off on learner data on CEMIS. The survey will be available to schools from 23 February 2017. Please ensure that the following reflect correctly on CEMIS by **07 March 2017**:
 - 1.1 Learners are in the correct grades, classes and language of learning and teaching (LoLT) category.
 - 1.2 Learner transfers (in and out) have been completed.
 - 1.3 Learner disability information is correct.
 - 1.4 Educator information is correct.
 - 1.5 Grade changes have been completed.
 - 1.6 All capture screens have been completed.
2. Sign off by learner support managers (SLES heads) in districts on SNAP data is required by **22 March 2017**.
3. As the institutional EMIS officer, the principal must manage the data processes to ensure that evidence of verification and the signatures of staff delegated to check the data can be presented upon request from auditors. Please refer to Knowledge and Information Management Minute 0003/2012 for more information.
4. Hospital schools will be required to complete a hardcopy of the survey. The survey will be provided to schools directly.

5. A national identity number (ID) is mandatory for all learners on all computerised school administration and management systems. A report is available on CEMIS to schools to identify learners without identity numbers and to facilitate the capturing of missing identity numbers. Should the learner not be in possession of a valid ID number, please advise the parent on the process of applying for an ID via the Department of Home Affairs (refer to Circular 0008/2014). Principals are requested to assist the parents, where possible, to facilitate the process through the Department of Home Affairs.
6. Principals should co-ordinate SNAP Survey processes to ensure accuracy of data captured and timeous completion.
7. Should you require any assistance, kindly contact the relevant official:

DISTRICT	DISTRICT CEMIS ADMINISTRATOR	TELEPHONE NO.	EMAIL
Cape Winelands	Kevin Van Eeden	023 348 0635	kevin.vaneeden@westerncape.gov.za
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West Coast	Mervan Davids	021 860 1596	mervan.davids@westerncape.gov.za

SIGNED: HA LEWIS

ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2017-02-16