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Enquiries: K Lackay

Institutional Resource Support Minute: 0002/2019

To: Chief Directors: Districts, District Directors, Deputy Directors: Corporate Services (district offices), Circuit Managers, Principals and Chairpersons of governing bodies of ordinary public schools

Subject: Annual verification and confirmation of learners listed on the Central Education Management Information System (CEMIS) making use of Learner Transport Schemes (LTSS)

1. The names and pick-up points of learners in ordinary public schools who are authorised to make use of a Western Cape Education Department (WCED)-funded Learner Transport Scheme (LTS) are captured onto the LTS database on CEMIS on an ongoing basis.
2. Whenever learners are approved and authorised to make use of LTSS, learners' names and pick-up points are captured onto the LTS database on CEMIS by the responsible Head Office officials. However, when learners move from one school to another or leave school at the beginning or end of a school year, the LTS database on CEMIS needs to be adjusted to reflect the names of the remaining authorised learners. This important adjustment ensures that the correct names and number of learners per LTS route are reflected on the LTS database on CEMIS.
3. For the above-mentioned reasons, the WCED is embarking on an annual procedure during the first quarter of a school year to verify and confirm the remaining names of learners that are authorised to make use of LTSS on a particular LTS route at the school.
4. All ordinary public schools with WCED-funded LTSS are consequently hereby requested to compare the names of learners currently making use of the WCED-funded LTSS at the school, against the names of learners captured on the LTS database on CEMIS.
5. The following anomalies may be found: learners who left the school, but whose names are still indicated on the LTS database on CEMIS, or learners whose names are not indicated on the LTS database on CEMIS, but are currently making use of LTS.

6. In order to access and view the learners' information for each route on CEMIS, the following procedure should be followed:
 - Access CEMIS.
 - On the menu page, point the cursor over the "Administration" heading. The "Learner Transport" option will appear on the drop down list.
 - Point the cursor over the "Learner Transport" option and the "Capture Screens" option will appear in the drop down list.
 - Click on "Capture Screens".
 - On the next screen, click "Proceed" without selecting a grade.
 - On the next screen, click "Summary Section" and select the relevant route number.
 - A list will now be displayed reflecting the authorised learners on the selected route.

Mr Griffet Fransman can be contacted at 021 467 2247 or Griffet.Fransman@westerncape.gov.za should you require assistance when accessing CEMIS.

7. Please complete the attached document, Annexure A, by indicating:
 - The name, surname, grade, CEMIS identification number, LTS route number and pick-up points of learners who are no longer making use of LTS
 - The name, surname, grade, CEMIS identification number, LTS route number and pick-up points of learners who are currently making use of LTS, but whose names do not yet appear on the LTS database on CEMIS
8. You are requested to complete the form and sign, scan and submit it to WCEDLTS@westerncape.gov.za **by 14 March 2019**.
9. In response hereto:
 - Details of learners who are no longer making use of LTS will be removed from the LTS database on CEMIS.
 - Details of learners who qualify for transport may be captured on CEMIS by the WCED up to the maximum number of learners for which the learner transport route has been approved.
10. Your assistance in this matter is appreciated.

SIGNED: S ABRAHAMS

ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2019-03-07



CONFIRMATION OF LEARNERS ON LEARNER TRANSPORT SCHEME ROUTES

To be completed by all principals of schools with Western Cape Education Department (WCED) funded Learner Transport Scheme (LTS) routes and submitted to wcedlts@westerncape.gov.za on or before 14 March 2019. A form must be completed for each route at your school.

Name of school:

Route number:

Please tick relevant box:

I, the principal of the above-mentioned school, hereby confirm that the details of the learners currently reflected on the LTS database on CEMIS for the abovementioned route are correct and that they are currently being transported on the relevant route.

I, the principal of the above-mentioned school, hereby confirm that the details of the learners currently reflected on the LTS database on CEMIS for the abovementioned route is not representative of the learners currently being transported on the route.

In the event that the second option above is selected, principals must complete the detail of the learners in the tables below. Should the number of learners exceed the space allocated in the below tables, please attach the learners details as an addendum to this form.

Please indicate the details of the learners who are listed on the LTS database on CEMIS, but no longer make use of WCED funded learner transport:

	Surname	Name	grade	CEMIS number	Pick-up point
1					
2					
3					
4					
5					

Please indicate the details of the learners who are not reflected on the LTS database on CEMIS, but make use of WCED funded learner transport at your school. Only learners who qualify to be transported in terms of the LTS Policy, fall within the current authorised maximum learner number of the route and are picked-up at current authorised pick-up points may be listed below.

	Surname	Name	grade	CEMIS number	Pick-up point
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

TO BE COMPLETED BY PRINCIPAL

I hereby confirm that the information provided above is correct. Should the indicated amendments be effected, the LTS database on CEMIS will reflect the actual learners making use of the transport services on this route.

Comments:

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Principal's signature:

Date:

