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Enquiries: K Lackay

Institutional Resource Support Minute: 0008/2019

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

**Subject: Written explanation for the late submission of learner transport scheme (LTS) applications for January 2020**

1. Reference is made to Institutional Resource Support Minute 0006/2019 in which schools and education districts were informed of the due date for the submission of learner transport scheme (LTS) applications for the institution of new routes and the inclusion of additional learners on existing routes in January 2020.
2. In the abovementioned minute, schools were requested to submit their LTS applications for 2020 to their respective circuit managers by 31 July 2019. Education districts were requested to submit the signed-off LTS applications to the Directorate: Institutional Resource Support by 23 August 2019.
3. However, due to the high number of LTS applications received after the due date in recent years and the accompanying risks, it has become necessary for a written explanation to be submitted with all 2020 LTS applications received after 30 September 2019.
4. LTS applications received after 30 September 2019 will only be processed if they are accompanied by a written explanation or as soon as the written explanation is received.

**SIGNED:** L McGLENATENDOLF

**ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2019-09-13