



Reference: 20190204-1238
File no.: 12/2/10/3
Enquiries: M Wiese

Knowledge and Information Management Minute: 0003/2019

To: Chief Directors, Directors (Head Office and district offices), Learning Support Managers and Principals of special needs education schools

Subject: 2019 SNAP Survey for special needs education schools

1. The Western Cape Education Department (WCED) SNAP Survey for special needs education schools will be conducted on **05 March 2019**. Principals will be required to sign off on the accuracy of learner and educator data on the Central Education Management Information System (CEMIS). The due date for learning support managers to sign off on the SNAP Survey data is **15 March 2019**.
2. Before signing off on CEMIS, the principal or their delegate must ensure that the following reflect correctly on CEMIS:
 - 2.1 All learners who are registered and attending school in 2019 appear in their correct grades, classes and language of learning and teaching (LoLT) category.
 - 2.2 Learner transfers (in and out) have been completed.
 - 2.3 Grade changes have been completed.
 - 2.4 Subject changes have been completed.
3. The principal must also ensure that the list of educators on CEMIS is updated and verified, as well as the years of experience, grades and subjects taught during 2019. Remove grades and subjects taught in previous years if not applicable to the educator's 2019 workload.
4. To assist with the verification of learner and educator data, a number of error reports are available to guide and ensure that the existing data captured on CEMIS is correct. Kindly ensure that all errors, as displayed by these reports, are resolved prior to sign off.

5. The sign-off section of the survey must be completed as acknowledgement that the data has been verified and is an accurate reflection of the learner enrolment and number of staff on **05 March 2019**.
6. Hospital schools will be required to complete a hard copy of the survey that will be provided to schools directly.
7. After the principal's sign off on 05 March 2019, a snapshot of all the learner and educator data will be made and any remaining errors must be resolved prior to the learning support manager's sign off on **15 March 2019**.
8. As the institutional Education Management Information Systems (EMIS) officer, the principal must manage the data processes to ensure that evidence of verification and the signatures of the staff delegated to check the data can be presented upon request by auditors. The school EMIS data business process must be recorded to ensure accountability for data accuracy, as the information is auditable. Please refer to Knowledge and Information Management Minute 0003/2012, dated 10 August 2012, for more information.
9. A national identity document (ID) number is mandatory for all learners on all computerised school administration and management systems. A CEMIS report is available to identify learners without ID numbers and to facilitate the capturing of missing ID numbers. DO NOT capture an invalid ID number if a learner is not in possession of a valid ID number. Please advise parents on the process of applying for an ID at the Department of Home Affairs. Principals are requested to assist parents, where possible, to facilitate the process through the Department of Home Affairs.
10. If you find it difficult to complete the survey, kindly liaise with the relevant Circuit Manager or district official listed below:

DISTRICT	DISTRICT CEMIS ADMINISTRATOR	TELEPHONE NO.	EMAIL
Metro North	Masixole Stofile Zintle Notununu	021 938 3052/ 021 938 3101	masixole.stofile@westerncape.gov.za zintle.notununu@westerncape.gov.za
Metro Central	Anita McGrath Tercia Southgate	021 514 6751/ 021 514 6737	anita.mcgrath@westerncape.gov.za tercia.southgate@westerncape.gov.za
Metro South	Anastasia Rose Sive Jara	021 370 2120/ 021 370 2106	anastasia.rose@westerncape.gov.za sive.jara@westerncape.gov.za
Metro East	Buseka Ndinisa Thembeke Dlamini	021 900 7053/ 021 900 7011	buseka.ndinisa@westerncape.gov.za thembeke.dlamini@westerncape.gov.za
West Coast	Mervan Davids	021 860 1596	mervan.davids@westerncape.gov.za
Cape Winelands	Kevin van Eeden	023 348 0635	kevin.vaneeden@westerncape.gov.za

Overberg	Suzanne Braaf	028 214 7411	suzanne.braaf@westerncape.gov.za
Eden and Central Karoo	Romelda Booysen Keith Zibi	044 803 8367/ 044 803 8346	romelda.booysen@westerncape.gov.za keith.zibi@westerncape.gov.za

11. The recent Education Data Quality Audit, conducted in Term 2 of 2018, highlighted that schools were not maintaining accurate records. Therefore, the WCED will be monitoring compliance and the data quality of all SNAP Survey submissions and will report any instances of non-compliance, discrepancies and data deficiencies to the Head of Education.
12. Independent special needs education schools are reminded to acquaint themselves with their conditions for registration. Please note that adhering to the WCED's data requirements is part of these conditions, and non-compliance may lead to deregistration.
13. The WCED appreciates the contribution and commitment of all education officials and we are looking forward to your continued cooperation in 2019.

SIGNED: MS ABRAHAMS

ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2019-02-22