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Enquiries: V Madasi

Institutional Resource Support Minute: 0009/2020

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Support, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of ordinary public and applicable special schools

**Subject: Online system for Grades R to 9 workbooks for 2021**

1. Workbooks for Grades R to 9, for the first half of 2021, as indicated in Circular 0007/2020, dated 21 August 2020, were delivered to all schools.
2. In order to identify workbook shortages and surpluses for Grades R to 9 in the first half of 2021 timeously, all public schools should access CEMIS between 16-20 November 2020. During this time, schools should capture and sign off on the actual number of workbooks received for each grade against their learner enrolment projection for January 2021.
3. When accessing CEMIS, schools should select the "Administration" option on the menu bar. In the drop-down list, select "Workbooks" and then select the "Welcome and guidelines" or "Capture" screen.
4. The following persons can be contacted should you require assistance with the capturing of your details and the sign off process:

Vuyelwa Madasi, tel. no. 021 467 2108 or via email at

[Vuyelwa.Madasi@westerncape.gov.za](mailto:Vuyelwa.Madasi@westerncape.gov.za)

Kashiefa Sedien, tel. no. 021 467 2553 or via email at

[Kashiefa.Sedien@westerncape.gov.za](mailto:Kashiefa.Sedien@westerncape.gov.za)

5. Once the school's workbook details have been captured for the different phases, the sign off process must be completed.
6. The information gathered regarding workbook shortages and surpluses will be made accessible to the relevant district officials via EduInfoSearch, who will be responsible for

facilitating the distribution and collection of workbooks where there are shortages or surpluses.

7. Kindly bring the contents of this minute to the attention of all relevant personnel.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2020-09-29