



**CONFIRMATION OF LEARNER DETAILS ON LEANER TRANSPORT SCHEME ROUTES AS REFLECTED ON CEMIS**

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](mailto:wcedlts@westerncape.gov.za). A separate form must be completed for each route at your school.

Name of school: .....

Route number: .....

Please tick relevant box:

I, hereby confirm that the details of the learners currently reflected on the LTS database on CEMIS for the abovementioned route **is representative** of the learners currently being transported.

I, 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.

**NB: If the second option above is selected, principals must also complete and submit Annexure B.**

I hereby confirm that the information provided above is correct.

Comments: .....  
.....



Principal's name: .....

Principal's signature: .....

Date: .....



**UPDATE OF LEARNER DETAILS ON LTS DATABASE ON CEMIS**

Name of school: .....

Route number: .....

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.

The learners indicated below must:

- qualify to be transported in terms of the LTS Policy,
- fall within the current authorised maximum learner number of the route, and
- be picked-up at current authorised pick-up points.

	Surname	Name	Grade	CEMIS number	Authorised pick-up point
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

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	Authorised pick-up point
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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: .....  
.....



Principal's name: .....

Principal's signature: .....

Date: .....