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Enquiries: K Lackay

Institutional Resource Support Minute: 0004/2021

To: Chief Director: Districts, District Directors, Heads: Management and Governance, Circuit Managers, Principals and Chairpersons of governing bodies of ordinary public schools and schools of skills

Subject: Verification and confirmation of learners making use of Learner Transport Scheme routes, as listed on CEMIS

1. The names and pick-up points of learners in schools who are authorised to make use of the Western Cape Education Department (WCED)-funded Learner Transport Scheme (LTS) routes are captured onto the LTS database on CEMIS on an ongoing basis.
2. Whenever learners are approved and authorised to make use of learner transport, learners' names and pick-up points are captured onto the LTS database on CEMIS by the responsible Head Office officials.
3. To confirm the correctness of learner details on the LTS database on CEMIS, the WCED is conducting a process to verify and confirm the details of learners, with their pick-up points, that are authorised to make use of learner transport on a specific LTS route at the school.
4. All public schools with WCED-funded learner transport are hereby required to compare the names of learners currently making use of WCED-funded learner transport at the school against the names of learners captured on the LTS database on CEMIS.
5. When viewing and verifying the learner details reflected on CEMIS, the following anomalies may be found:
 - Learners who are currently making use of learner transport, but whose names are not indicated on the LTS database on CEMIS, or
 - Learners who no longer make use of learner transport, but whose names are still indicated on the LTS database on CEMIS.

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 in 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 Andre Lakey can be contacted at 021 467 9244 or Andre.Lakey@westerncape.gov.za should you require assistance when accessing CEMIS.

7. Please complete Annexure A to confirm whether the learner details on the LTS database on CEMIS are correct or not.
8. In the event that the details of learners and their pick-up points need to be updated on CEMIS, please also complete Annexure B to indicate:
 - The name, surname, grade, CEMIS identification number and authorised pick-up point of learners who are currently making use of LTS, but whose names do not yet appear on the LTS database on CEMIS, or
 - The name, surname, grade, CEMIS identification number and authorised pick-up point of learners who are no longer making use of LTS.
9. You are requested to scan and submit the relevant, fully completed documents for the attention of Mr Andre Lakey, to WCEDLTS@westerncape.gov.za by **18 June 2021**.
10. On receipt of the aforementioned documents, the details of learners who are no longer making use of LTS will be removed from the LTS database on CEMIS and the details of qualifying learners may be updated on CEMIS.
11. Your assistance in this matter is appreciated.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2021-06-02