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Enquiries: M Wiese

Knowledge and Information Management Minute: 0003/2021

To: Chief Directors, Directors (Head Office and district offices), Heads: Learner Support, Provincial Programme Managers, Heads: Management and Governance, Planning officials and Principals of public and independent special schools.

Subject: 2021 SNAP Survey for special schools

1. The Western Cape Education Department (WCED) SNAP Survey for special schools will be conducted on **02 March 2021**.
2. Principals will be required to sign off on the accuracy of learner and educator data on CEMIS. The due date for Provincial Programme Managers, Heads: Management, and Governance and Planning officials to sign off on the SNAP Survey data is **12 March 2021**.
3. Before signing off on CEMIS, the principal or their delegate must ensure that the following reflect correctly on CEMIS:
 - a) All learners who are registered and attending school in 2021 appear in their correct grades, classes and language of learning and teaching category.
 - b) Learner transfers (in and out) have been completed.
 - c) Deceased learners are deregistered and the "date deceased" recorded as indicated on the death certificate.
 - d) Grade changes have been completed.
 - e) Subject changes have been completed.
4. The principal or their delegate 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 2021. Remove grades and subjects taught in previous years if not applicable to the educator's 2021 workload.

5. 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.
6. 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 **02 March 2021**.
7. Hospital schools will be required to complete a hard copy of the survey and submit to Mr Chasfred Ahrends, 18th Floor, Golden Acre Building, Cape Town. The survey will be provided to schools directly.
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's EMIS data business process must be recorded to ensure accountability for data accuracy, as the information is auditable.
9. A CEMIS report is available to identify learners without Identity Document (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. The WCED will be monitoring compliance and the data quality of all Annual Survey submissions and will report any instances of non-compliance, discrepancies and data deficiencies to the Head of Education.
11. Independent special 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.
12. If you find it difficult to complete the survey, kindly liaise with the relevant circuit manager or district official listed below:

Provincial Programme Managers: Public Special Schools

SCHOOL CENTRES	PROGRAMME MANAGER	TELEPHONE NO.	EMAIL
Youth Care Centres, Blind, Hospital Schools	Chasfred Ahrends	021 467 2426	Chasfred.Ahrends@westerncape.gov.za
Severe Intellectual Disability	Dheena Achary	021 467 2122	Dheena.Achary@westerncape.gov.za
Specific Learning Disability, Physical Disability, Cerebral Palsy	Michael Heine	021 467 9288	Michael.Heine@westerncape.gov.za
Autism/Deaf	Minna Steyn	021 467 2223	Minna.Steyn@westerncape.gov.za
Schools of Skills	Rhoda Manuel	021 467 2227	Rhoda.Manuel@westerncape.gov.za

Management and Governance & Planning officials: Independent Special Schools

CONTACT PERSON	TELEPHONE NO.	EMAIL
Nazli Domingo-Salie	021 467 2235	Nazli.Domingo-Salie@westerncape.gov.za
Jerry Mofoka	021 467 2050	Jerry.Mofoka@westerncape.gov.za
Wayne Blauw	021 467 2557	Wayne.Blauw@westerncape.gov.za

Information system officers

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	021 370 2120	anastasia.rose@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 Shamiel Abrahams	023 348 0635 023 348 0655	kevin.vaneeden@westerncape.gov.za shamiel.abrahams@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

13. The WCED appreciates the contribution and commitment of all education officials and we are looking forward to your continued cooperation in 2021.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2021-02-10