



**Western Cape
Government**

Western Cape Education Department
Directorate: Institutional Resource Support

**USER MANUAL FOR THE
LEARNER TRANSPORT SCHEME APPLICATION SYSTEM ON CEMIS**

Contents	Page
1. Introduction	2
2. Accessing the LTS application screens	2
3. Creating new LTS applications	3
4. Updating a created LTS application	7
5. Viewing an application already created and updated	11
6. Signing off on an application already created and updated	11
7. Viewing the status of a signed-off application	12
8. Contact details	12

1. Introduction

1.1 When capturing a Learner Transport Scheme (LTS) application on CEMIS schools can apply for the following:

- Institution of a new LTS route (10 or more learners)
- Inclusion of additional learners on a current LTS route
- Extension of the return distance of a current LTS route
- Shortening/curtailment of the return distance of a current LTS route
- Devolvement of an LTS route.

1.2 **NB! When any of the above applications are made on CEMIS, schools must create the application, update the application and sign off on the application before it is electronically submitted to the relevant circuit manager.**

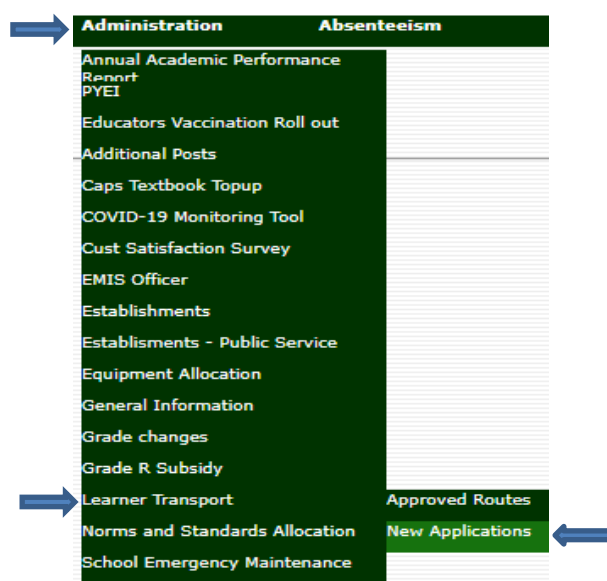
1.3 Submitting an LTS application on CEMIS can be done in the following phases:

- a) Creating an application.
- b) Updating a created application.
- c) Viewing a created and updated application.
- d) Signing off on a created and updated application.
- e) Viewing the status of signed-off applications.

2. Accessing the LTS application screens

To access the LTS application screens follow the following steps:

- a) Point to *Administration*.
- b) Point to *Learner Transport*.
- c) Click on *New Applications*.
- d) Select the school year that the application will be submitted for.



3. Creating new LTS applications

3.1 Creating an application for a new LTS route:

- a) Click on *Create New Application*.
- b) Select the application type as *New Route*.
- c) Capture the pick-up point by typing in the name of the first proposed pick-up point.
- d) Select the pick-up point distance from the school as *Less than 5 km/Greater or Equal to 5 km*.
- e) Click on *Submit*.
- f) The application has been created and will be displayed below the *Submit* button.
- g) Additional pick-up points can be added by clicking the *Add* button at the displayed application and following steps c) to e) above.
- h) The application can now be updated as set out in point 4.

SELECT APPLICATION YEAR: 2023

USER MANUAL CREATE NEW APPLICATION UPDATE APPLICATION APPLICATION SUMMARY SIGN-OFF APPLICATION APPLICATION STATUS

SELECT APPLICATION TYPE: NEW ROUTE

NEW ROUTE: PROPOSED PICK-UP POINT(S)

CAPTURE PICK-UP POINT

SELECT PICK-UP POINT DISTANCE FROM SCHOOL: SELECT DISTANCE

SUBMIT

LIST OF APPLICATION(S) FOR PROPOSED PICK-UP POINT(S)

APPLICATION NO: 19 Application Signed-off			
#	PICK-UP POINT(S)	DISTANCE	DELETE
1	PROPOSED POINT 1	GREATER OR EQUAL 5KM	Learners linked
2	PROPOSED POINT 2	GREATER OR EQUAL 5KM	Learners linked

APPLICATION NO: 85

ADD

#	PICK-UP POINT(S)	DISTANCE	DELETE
1	12345	LESS THAN 5KM	DELETE

- 3.2 Creating an application for the inclusion of learners on a current LTS route:
- Click on *Create New Application*.
 - Select the application type as *Additional Learners*.
 - Select the existing LTS route number.
 - Click on *Submit*.
 - The application has been created and will be displayed below the *Submit* button.
 - The application can now be updated as set out in point 4.

The screenshot shows a web interface for creating an application. At the top, there is a navigation bar with buttons: USER MANUAL, CREATE NEW APPLICATION, UPDATE APPLICATION, APPLICATION SUMMARY, SIGN-OFF APPLICATION, and APPLICATION STATUS. A blue arrow points down to the 'CREATE NEW APPLICATION' button. Below this, the form has three main sections:

- SELECT APPLICATION TYPE:** A dropdown menu with 'ADDITIONAL LEARNERS' selected. A blue arrow points to this dropdown.
- ADDITIONAL LEARNERS ON EXISTING ROUTE(S):** A section with a 'SELECT EXISTING ROUTE' label and a 'SELECT A ROUTE' dropdown menu. A blue arrow points to this dropdown.
- SUBMIT:** A green button with a blue arrow pointing to it.

Below the form, there is a table titled 'LIST OF APPLICATION(S) FOR ADDITIONAL LEARNERS'. It contains two sections:

APPLICATION NO: 20

#	ROUTE	DELETE
1	207	Learners linked

APPLICATION NO: 25

#	ROUTE	DELETE
2	488	Learners linked

- 3.3 Creating an application for the extension of the distance of a current LTS route:
- Click on *Create New Application*.
 - Select the application type as *Extension of Route*.
 - Select the existing LTS route number.
 - Capture the extension distance by typing in the return distance the LTS route is to be extended by.
 - Capture the proposed new pick-up point by typing in the name of the new pick-up point which led to the application for the extension in distance.
 - Select the pick-up point distance from the school as *Less than 5 km/Greater or Equal to 5 km*.
 - Click on *Submit*.
 - The application has been created and will be displayed below the *Submit* button.
 - Additional pick-up points can be added by clicking the *Add* button at the relevant applications and following steps e) to g) above.
 - The application can now be updated as set out in point 4.

The screenshot shows the 'CREATE NEW APPLICATION' interface. At the top, there are navigation buttons: 'USER MANUAL', 'CREATE NEW APPLICATION', 'UPDATE APPLICATION', 'APPLICATION SUMMARY', 'SIGN-OFF APPLICATION', and 'APPLICATION STATUS'. The 'CREATE NEW APPLICATION' button is highlighted with a blue arrow pointing to it from above.

Below the navigation buttons, there is a dropdown menu labeled 'SELECT APPLICATION TYPE:' with 'EXTENSION OF ROUTE' selected. Below this is a form titled 'EXTEND THE DISTANCE OF EXISTING ROUTE(S)'. The form has four main sections:

- 'SELECT EXISTING ROUTE' with a dropdown menu 'SELECT A ROUTE'.
- 'CAPTURE DISTANCE BY (KM)' with a text input field.
- 'CAPTURE PICK-UP POINT' with a text input field.
- 'SELECT PICK-UP POINT DISTANCE FROM SCHOOL' with a dropdown menu 'SELECT DISTANCE'.

Below the form is a 'SUBMIT' button. Below the submit button is a table titled 'LIST OF APPLICATION(S) FOR EXTENDED ROUTE(S)'. The table has columns: '#', 'ROUTE', 'EXTENDED ROUTE DISTANCE (KM)', 'PICK-UP POINT', 'PICK-UP POINT DISTANCE FROM SCHOOL', and 'DELETE'. There are three rows of data, each representing an application.

LIST OF APPLICATION(S) FOR EXTENDED ROUTE(S)					
APPLICATION NO: 21 Application Signed-off					
#	ROUTE	EXTENDED ROUTE DISTANCE (KM)	PICK-UP POINT	PICK-UP POINT DISTANCE FROM SCHOOL	DELETE
1	208	3	EXTENDED POINT 1	GREATER OR EQUAL 5KM	Learners linked
APPLICATION NO: 24 Application Signed-off					
#	ROUTE	EXTENDED ROUTE DISTANCE (KM)	PICK-UP POINT	PICK-UP POINT DISTANCE FROM SCHOOL	DELETE
2	207	25	RDV PLAAS	GREATER OR EQUAL 5KM	Learners linked
APPLICATION NO: 75 Application Signed-off					
#	ROUTE	EXTENDED ROUTE DISTANCE (KM)	PICK-UP POINT	PICK-UP POINT DISTANCE FROM SCHOOL	DELETE
3	488	6	ABC	GREATER OR EQUAL 5KM	Learners linked

3.4 Creating an application for the shortening/curtailment of the distance of a current LTS route:

- Click on *Create New Application*.
- Select the application type as *Shortening of Route*.
- Select the existing LTS route number.
- Capture the shortened/curtailed distance by typing in the return distance the LTS route is to be shortened/curtailed by.
- Click on *Submit*.
- The application has been created and will be displayed below the *Submit* button.
- The application can now be updated as set out in point 4.

The screenshot shows the 'CREATE NEW APPLICATION' form. At the top, there is a navigation bar with buttons: USER MANUAL, CREATE NEW APPLICATION, UPDATE APPLICATION, APPLICATION SUMMARY, SIGN-OFF APPLICATION, and APPLICATION STATUS. Below this, the form has a dropdown menu for 'SELECT APPLICATION TYPE' set to 'SHORTENING OF ROUTE'. Underneath is a section titled 'SHORTEN THE DISTANCE OF EXISTING ROUTE(S)' with a 'SELECT EXISTING ROUTE' dropdown (set to 'SELECT A ROUTE') and a 'CAPTURE DISTANCE CURTAILED BY (KM)' input field. A 'SUBMIT' button is located below the input field. At the bottom, a table titled 'LIST OF APPLICATION(S) FOR SHORTENING ROUTE(S)' displays the following data:

#	ROUTE	SHORTENING ROUTE DISTANCE (KM)	DELETE
1	488	6	Application Signed-off
2	488	5	Application Signed-off

3.5 Creating an application for the devolvement of a current LTS route:

- Click on *Create New Application*.
- Select the application type as *Devolvement of Route*.
- Select the existing LTS route number.
- Click on *Submit*.
- The application has been created and will be displayed below the *Submit* button.
- The application can now be updated as set out in point 4.

The screenshot shows the 'CREATE NEW APPLICATION' form. At the top, there is a navigation bar with buttons: USER MANUAL, CREATE NEW APPLICATION, UPDATE APPLICATION, APPLICATION SUMMARY, SIGN-OFF APPLICATION, and APPLICATION STATUS. Below this, the form has a dropdown menu for 'SELECT APPLICATION TYPE' set to 'DEVOLVEMENT OF ROUTE'. Underneath is a section titled 'DEVOLVEMENT OF EXISTING ROUTE(S)' with a 'SELECT EXISTING ROUTE' dropdown (set to 'SELECT A ROUTE') and a 'DEVELOPMENT ROUTE' input field. A 'SUBMIT' button is located below the input field. At the bottom, a table titled 'LIST OF APPLICATION(S) FOR DEVOLVEMENT ROUTE(S)' displays the following data:

#	ROUTE	DEVOLVEMENT ROUTE	DELETE
1	208	YES	Application Signed-off

4. Updating a created LTS application

4.1 Updating an application for a new LTS route:

- Click on *Update Application*.
- Select the application to be updated.
- Select the grade of the first learner(s) to be added to the application.
- Select the pick-up point the learners are to be added to.
- Tick the boxes next to each learner to be added to the specific pick-up point.
- Click on *Submit*.
- For learners in other grades to be added, repeat the process by following steps c) to f) above.
- After all learners have been added, the application has been updated and can now be signed off as set out in point 6.

The screenshot shows the 'UPDATE APPLICATION' step in a web application. At the top, there is a navigation bar with buttons: USER MANUAL, CREATE NEW APPLICATION, UPDATE APPLICATION (highlighted), APPLICATION SUMMARY, SIGN-OFF APPLICATION, and APPLICATION STATUS. Below the navigation bar, there are three dropdown menus: 'SELECT APPLICATION' (set to 'NEW ROUTE - 12345 - 26-JUN-23'), 'SELECT A GRADE' (set to 'GRI1'), and 'SELECT A PICK-UP POINT' (set to '12345'). A red note reads: 'PLEASE NOTE: Tick learners from the list and click the submit button at the bottom to add learners before moving to the next page.' Below the note is a table of learners with columns: #, TYPE, CLASS NAME, CEMIS LEARNER ID, SURNAME, FIRST NAMES, DATE OF BIRTH, ID NUMBER, and ADDRESS. The table contains 11 rows of learner data. A blue arrow points to the checkbox in row 2, which is checked. At the bottom of the table, there is a 'SUBMIT' button. Below the table, it says 'NUMBER OF LEARNERS SELECTED - 2 selected' and 'Total learner(s) = 11. Page 1 of 1 | Results Per Page: 30'.

#	TYPE	CLASS NAME	CEMIS LEARNER ID	SURNAME	FIRST NAMES	DATE OF BIRTH	ID NUMBER	ADDRESS	
1	<input type="checkbox"/>	CURRENT	GRI CLASS 1	151229DL10001	LOUBSCHER	DILLON	2015/12/29	1512296363081	FARM TWEEKULPLASE MALMESBURY MALMESBURY 7300
2	<input checked="" type="checkbox"/>	CURRENT	GRI CLASS 1	160311GG10001	OWIES	GIOVANNI	2016/3/11	1603115980088	FARM LA RHINE MALMESBURY MALMESBURY 7300
3	<input type="checkbox"/>	CURRENT	GRI CLASS 1	140623RP10003	PIETERSEN	RONALDO	2014/6/23	1406235736087	FARM HELPMKAAR MALMESBURY MALMESBURY 7300
4	<input checked="" type="checkbox"/>	CURRENT	GRI CLASS 1	150617CF20001	POMPES	CAMERIN	2015/6/17		FARM DE GRENDEL MALMESBURY MALMESBURY 7300
5	<input type="checkbox"/>	CURRENT	GRI CLASS 1	161201BS10001	SOLDMONS	BEYONDRE	2016/12/1	1612015249080	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
6	<input type="checkbox"/>	CURRENT	GRI CLASS 1	161212S20001	SPRINGBOK	JENNE LEE	2016/12/12		FARM JAKKALSPONTEIN MALMESBURY MALMESBURY 7300
7	<input type="checkbox"/>	CURRENT	GRI CLASS 1	161003DS10001	SYSTER	DARREN	2016/10/3	1610035547087	FARM FARM MALMESBURY MALMESBURY 7300
8	<input type="checkbox"/>	CURRENT	GRI CLASS 1	150627MT20001	TALMAKKIES	MICHA NAY	2015/6/27	1506271042082	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
9	<input type="checkbox"/>	CURRENT	GRI CLASS 1	161206KV10001	VAN ROOYEN	KUHANO	2016/12/6	1612066388084	FARM RHENOSTERBOSRUG MALMESBURY MALMESBURY 7300
10	<input type="checkbox"/>	CURRENT	GRI CLASS 1	160310HW20001	WESSELS	HANLEE	2016/3/10	1603100238088	FARM JAKKALSPONTEIN MALMESBURY MALMESBURY 7300
11	<input type="checkbox"/>	CURRENT	GRI CLASS 1	160114AX20001	XOKISO	AMILE	2016/1/14	1601140461082	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300

- 4.2 Updating an application for the inclusion of learners on a current LTS route:
- Click on *Update Application*.
 - Select the application to be updated.
 - Select the grade of the first learner(s) to be added to the application.
 - Select the pick-up point the learners are to be added to.
 - Tick the boxes next to each learner to be added to the specific pick-up point.
 - Click on *Submit*.
 - For learners in other grades to be added, repeat the process by following steps c) to f) above.
 - After all learners have been added, the application has been updated and can now be signed off as set out in point 6.

↓

USER MANUAL CREATE NEW APPLICATION **UPDATE APPLICATION** APPLICATION SUMMARY SIGN-OFF APPLICATION APPLICATION STATUS

SELECT APPLICATION: ADDITIONAL LEARNERS - 208 - 28-JUN-23
 SELECT A GRADE: GR1
 SELECT A PICK-UP POINT: TWEEKUIL

PLEASE NOTE: Tick learners from the list and click the submit button at the bottom to add learners before moving to the next page.

#	TYPE	CLASS NAME	CEMIS LEARNER ID	SURNAME	FIRST NAMES	DATE OF BIRTH	ID NUMBER	ADDRESS	
1	<input checked="" type="checkbox"/>	CURRENT	GR1 CLASS 1	151229DL10001	LOUBSCHER	DILLON	2015/12/29	1512296363081	FARM TWEEKUILPLASE MALMESBURY MALMESBURY 7300
2	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	160311GO10001	OWIES	GIOVANNI	2016/3/11	1603119980088	FARM LA RHINE MALMESBURY MALMESBURY 7300
3	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	140623RP10003	PIETERSEN	RONALDO	2014/6/23	1406235736087	FARM HELPMEKAAR MALMESBURY MALMESBURY 7300
4	<input checked="" type="checkbox"/>	CURRENT	GR1 CLASS 1	150617CP20001	POMPIES	CAMERIN	2015/6/17		FARM DE GRENDEL MALMESBURY MALMESBURY 7300
5	<input checked="" type="checkbox"/>	CURRENT	GR1 CLASS 1	1612018S10001	SOLOMONS	BEVONDRE	2016/12/1	1612015249080	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
6	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	161212JS20001	SPRINGBOK	JENNE LEE	2016/12/12		FARM JAKKALFONTEIN MALMESBURY MALMESBURY 7300
7	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	161003DS10001	SYSTER	DARREN	2016/10/3	1610035547087	FARM FARM MALMESBURY MALMESBURY 7300
8	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	150627MT20001	TALMAKKIES	MICHA NAY	2015/6/27	1506271042082	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
9	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	161206KV10001	VAN ROOYEN	KUHANO	2016/12/6	1612066388084	FARM RHENOSTERBOSRUG MALMESBURY MALMESBURY 7300
10	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	160310HW20001	WESSELS	HANLEE	2016/3/10	1603100238088	FARM JAKKALFONTEIN MALMESBURY MALMESBURY 7300
11	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	160114AX20001	XOKISO	AMILE	2016/1/14	1601140461082	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300

NUMBER OF LEARNERS SELECTED: 3 selected

Total learner(s) = 11. Page 1 of 1 | 1 | Results Per Page: 30

SUBMIT

- 4.3 Updating an application for the extension of the distance of a current LTS route:
- Click on *Update Application*.
 - Select the application to be updated.
 - Indicate whether any learners are to be added to the application for the extension of the LTS route by selecting Yes or No.
 - If No is selected, click on *Submit*. The application has been updated and is ready to be signed off.
 - If Yes is selected, select the proposed pick-up point the learners are to be added to.
 - Select the grade of the first learner(s) to be added to the application.
 - Tick the boxes next to each learner to be added to the specific pick-up point.
 - Click on *Submit*.
 - For learners in other grades to be added, repeat the process by following steps c) to h) above.
 - After all learners have been added, the application has been updated and can now be signed off as set out in point 6.

USER MANUAL CREATE NEW APPLICATION **UPDATE APPLICATION** APPLICATION SUMMARY SIGN-OFF APPLICATION APPLICATION STATUS

SELECT APPLICATION EXTENSION OF ROUTE - 207 - 28-JUN-23

DO YOU WANT TO ADD ANY LEARNERS ON THIS EXTENDED ROUTE? NO

SUBMIT

USER MANUAL CREATE NEW APPLICATION **UPDATE APPLICATION** APPLICATION SUMMARY SIGN-OFF APPLICATION APPLICATION STATUS

SELECT APPLICATION EXTENSION OF ROUTE - 207 - 28-JUN-23

DO YOU WANT TO ADD ANY LEARNERS ON THIS EXTENDED ROUTE? YES

SELECT A PICK-UP POINT 12345

SELECT A GRADE GR1

PLEASE NOTE: Tick learners from the list and click the submit button at the bottom to add learners before moving to the next page.

#	TYPE	CLASS NAME	CEMIS LEARNER ID	SURNAME	FIRST NAMES	DATE OF BIRTH	ID NUMBER	ADDRESS
1	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	151229DL10001	LOUBSCHER	DILLON	2015/12/29	1512296363081 FARM TWEEKUILPLASE MALMESBURY MALMESBURY 7300
2	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	160311GO10001	OWIES	GIOVANNI	2016/3/11	1603115980088 FARM LA RHINE MALMESBURY MALMESBURY 7300
3	<input checked="" type="checkbox"/>	CURRENT	GR1 CLASS 1	140623RP10003	PIETERSEN	RONALDO	2014/6/23	1406235736087 FARM HELPMEKAAR MALMESBURY MALMESBURY 7300
4	<input checked="" type="checkbox"/>	CURRENT	GR1 CLASS 1	150617CP20001	POMPIES	CAMERIN	2015/6/17	FARM DE GRENDDEL MALMESBURY MALMESBURY 7300
5	<input checked="" type="checkbox"/>	CURRENT	GR1 CLASS 1	161201BS10001	SOLOMONS	BEVONDRE	2016/12/1	1612015249080 FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
6	<input checked="" type="checkbox"/>	CURRENT	GR1 CLASS 1	161212JS20001	SPRINGBOK	JENNE LEE	2016/12/12	FARM JAKKALFONTEIN MALMESBURY MALMESBURY 7300
7	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	161003DS10001	SYSTER	DARREN	2016/10/3	1610035547087 FARM FARM MALMESBURY MALMESBURY 7300
8	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	150627MT20001	TALMAKKIES	MICHA NAV	2015/6/27	1506271042082 FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
9	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	161206KV10001	VAN ROOYEN	KUHANO	2016/12/6	1612066388084 FARM RHENOSTERBOSRUG MALMESBURY MALMESBURY 7300
10	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	160310HW20001	WESSELS	HANLEE	2016/3/10	1603100238088 FARM JAKKALFONTEIN MALMESBURY MALMESBURY 7300
11	<input type="checkbox"/>	CURRENT	GR1 CLASS 1	160114AX20001	XOKISO	AMILE	2016/1/14	1601140461082 FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300

NUMBER OF LEARNERS SELECTED - 4 selected

Total learner(s) = 11. Page 1 of 1 | 1 Results Per Page: 30

SUBMIT

4.4 Updating an application for the shortening/curtailment of the distance of a current LTS route:

- Click on *Update Application*.
- Select the application to be updated.
- If required, select the pick-up point(s) to be removed. Ignore if no pick-up points must be removed.
- Click on *Submit*.
- The application has been updated and can now be signed off as set out in point 6.

The screenshot shows the 'UPDATE APPLICATION' step in a navigation menu. Below the menu, there are two dropdown menus. The first is labeled 'SELECT APPLICATION' and has 'SHORTENING OF ROUTE - 207 - 28-JUN-23' selected. The second is labeled 'SELECT PICK-UP POINT TO BE REMOVED' and has 'DIEMERSKRAAL' selected. A 'SUBMIT' button is located below the second dropdown menu. Blue arrows point to the 'UPDATE APPLICATION' menu item, the 'SELECT APPLICATION' dropdown, the 'SELECT PICK-UP POINT TO BE REMOVED' dropdown, and the 'SUBMIT' button.

4.5 Updating an application for the devolvement of a current LTS route:

- Click on *Update Application*.
- Select the application to be updated.
- Capture the proposed tariff for the LTS route as well as the motivation for the tariff.
- Click on *Submit*.
- The application has been updated and can now be signed off as set out in point 6.

The screenshot shows the 'UPDATE APPLICATION' step in a navigation menu. Below the menu, there is a dropdown menu labeled 'SELECT APPLICATION' with 'DEVOLVEMENT OF ROUTE - 207 - 28-JUN-23' selected. Below this, there are two input fields: 'Capture Proposed Tariff (R)' and 'Motive Proposed Tariff'. The 'Motive Proposed Tariff' field is a large text area with a 'Characters left 300' indicator. A 'SUBMIT' button is located below the text area. Blue arrows point to the 'UPDATE APPLICATION' menu item, the 'SELECT APPLICATION' dropdown, the 'Capture Proposed Tariff (R)' input field, the 'Motive Proposed Tariff' text area, and the 'SUBMIT' button.

5. Viewing an application already created and updated

All application types:

- Click on *Application Summary*.
- Select the application to be viewed.
- The details of the selected application will be displayed for review.

ID	PICK-UP POINT	GRADE	CLASS NAME	TYPE	CEMIS LEARNER ID	SURNAME	FIRST NAMES	DATE OF BIRTH	ID NUMBER	ADDRESS	REMOVE LEARNER
1	12345	GR1	GR1 CLASS 1	CURRENT	150311GD10001	OWIES	GIOVANNI	2016/3/11	1603115980088	FARM LA RHINE MALMESBURY MALMESBURY 7300	DELETE
2	12345	GR1	GR1 CLASS 1	CURRENT	150617CP20001	POMPIES	CAMERIN	2015/6/17		FARM DE GRENDDEL MALMESBURY MALMESBURY 7300	DELETE

6. Signing off on an application already created and updated

All application types:

- Click on *Sign Off Application*.
- Select the application to be signed off.
- Complete all fields.
- Click on *Sign Off*.
- The application has been signed off and electronically submitted to the circuit manager.

APPLICATION NO: 92

PICK-UP POINT	TOTAL LEARNERS
12345	4

SIGN-OFF DETAILS

CAPTURER

CAPTURER NAME: CAPTURER SURNAME: CAPTURER DATE: 28-JUN-23

PRINCIPAL

PRINCIPAL NAME: PRINCIPAL SURNAME: PRINCIPAL DATE: 28-JUN-23

CONFIRM 061 ON RECORD FOR ALL LEARNERS: PLEASE CONFIRM Y/N

PRINCIPAL MOTIVATION: Characters left 300

CIRCUIT MANAGER RECOMMENDATION

NAME & SURNAME: DATE:

DISTRICT RECOMMENDATION

NAME & SURNAME: DATE:

HEAD OFFICE APPROVAL

NAME & SURNAME: DATE:

DECLARATION

I, _____ Principal of ANNE PIENAAR GEDENK NGK PRIMÈRE SKOOL fully understand the provision made in the South African Schools Act No. 84 of 1996 (Section 59 (1) and (2) and Section 16A (2)(g)), which stipulates that every school must supply such information about the school as is reasonably required by the Head of Education.

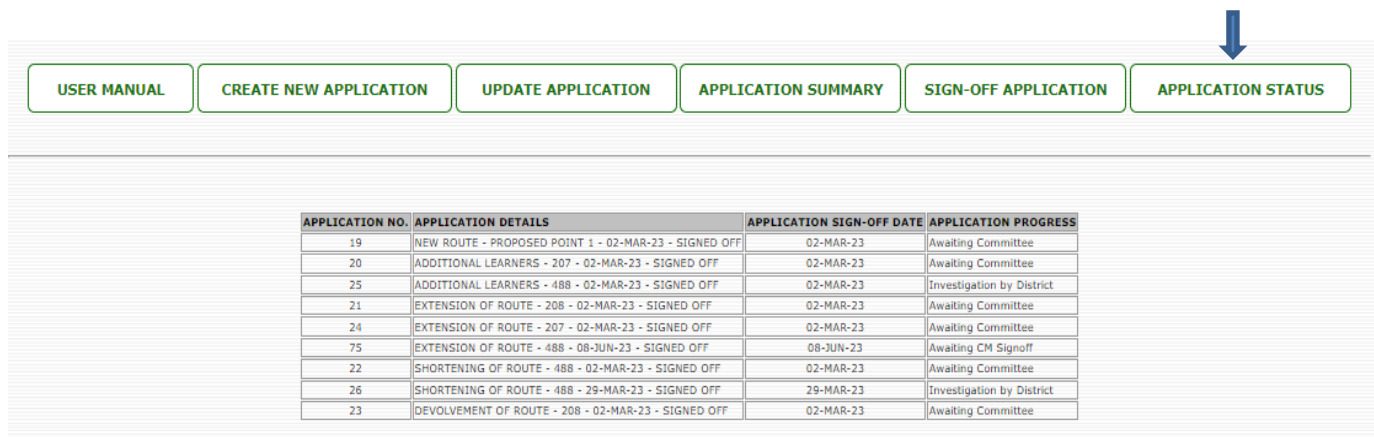
I hereby certify that the above information regarding the needs of the school is correct.

SIGNOFF

7. Viewing the status of a signed-off application

All applications types:

- Click on *Application Status*.
- The details of all signed-off applications with their statuses are displayed.



APPLICATION NO.	APPLICATION DETAILS	APPLICATION SIGN-OFF DATE	APPLICATION PROGRESS
19	NEW ROUTE - PROPOSED POINT 1 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee
20	ADDITIONAL LEARNERS - 207 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee
25	ADDITIONAL LEARNERS - 488 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Investigation by District
21	EXTENSION OF ROUTE - 208 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee
24	EXTENSION OF ROUTE - 207 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee
75	EXTENSION OF ROUTE - 488 - 08-JUN-23 - SIGNED OFF	08-JUN-23	Awaiting CM Signoff
22	SHORTENING OF ROUTE - 488 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee
26	SHORTENING OF ROUTE - 488 - 29-MAR-23 - SIGNED OFF	29-MAR-23	Investigation by District
23	DEVOLVEMENT OF ROUTE - 208 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee

8. Contact details

The following officials can be contacted for further clarity on the above procedures and requirements:

Contact person	Tel. no.	Email address
Grant Lindoor	021 467 2610	Grant.Lindoor@westerncape.gov.za
Rhonell de Vries	021 467 2136	Rhonell.Devries@westerncape.gov.za
Keith Lackay	021 467 2327	Keith.Lackay@westerncape.gov.za