File no.:   18/2/R
Reference: 20230317-2649

Institutional Resource Support Minute: 0005/2023

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: Updating learner details on Learner Transport Scheme (LTS) database 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 LTS routes are captured on 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 on the LTS database on CEMIS by the responsible Head Office officials. It is imperative that schools apply for new learners making use of LTS routes to ensure approval and capture of such learners on CEMIS.

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, who 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.

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Western Cape Education Department

6. In order to access and view the learner 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.

7. Please confirm whether the learner details on the LTS database on CEMIS are correct or not.

8. If learner details and pick-up points need to be updated on CEMIS, please complete the attached annexure to indicate:
   - the names, surnames, grades, CEMIS identification numbers and authorised pick-up points of learners who are currently making use of LTS, but whose names do not yet appear on the LTS database on CEMIS; or
   - the names, surnames, grades, CEMIS identification numbers and authorised pick-up points of learners who are no longer making use of LTS.

9. Schools must ensure that **only learners <u>NOT</u> reflected on CEMIS, but making use of the route, are listed in part A of the annexure.** Schools must refrain from submitting a list of all learners making use of the route as it is extremely time-consuming to verify each learner, only to find that some or most of the learners are already reflected on CEMIS.

10. You are requested to scan and submit the relevant, fully completed document(s) to WCEDLTS@westerncape.gov.za **by 26 April 2023**. Griffet Fransman can be contacted on tel. no. 021 467 2247 should you require assistance when accessing CEMIS.

11. On receipt of the aforementioned document(s), 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 will be updated on CEMIS.

12. Your assistance in this matter is appreciated.

SIGNED: MS ABRAHAMS
DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING
DATE: 2023-04-06