

File no.: 27/12
Reference: 20240902-6420

Institution Development and Coordination Minute: 0005/2024

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals and Chairpersons of governing bodies

Subject: Introduction of a proof of hard copy application submission reply slip

1. To provide the general public with proof that they have submitted a hard copy application to a school, district or Head Office, the Western Cape Education Department (WCED) is introducing the attached proof of hard copy application submission reply slip.
2. Schools, districts and Head Office administrative/admissions staff are asked to ensure that every parent/guardian/care giver who hands in an application form to be captured are provided with this reply slip.
3. The name and surname of the official or administrative clerk who took in the form must be written on the reply slip.
4. The reply slip must be stamped and dated with either the school/district/WCED stamp.
5. All queries in respect of admissions can be directed to the Head: Institutional Management and Governance or the relevant circuit manager in each district.
6. Kindly bring the contents of this minute to the attention of all concerned.

SIGNED: A MEYER

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2024-09-18