**Cleaning / archiving of duplicate learners at school**

This checklist is designed to guide the schools with cleaning of duplicate learners on SA-SAMS.

**A: Check if there are any duplicate learners.**

* **LURITS Approval Module**

Learner Information Tab 🡪 Duplicate Learners 🡪 menu 17

Print / Write down the list of learners 🡪 menu 17

Check if Learners have marks against their subject 🡪 menu 12.7.16.3

Check which of the duplicates have got an ID 🡪 menu 3.1.1

Archive the one (1) of the duplicate(s) 🡪 menu 3.1.1

Repeat process until all the Duplicate Learners are removed 🡪 menu 17

* Approve your school database to be ready to upload to LURITS 🡪 menu 17