



CIRCULAR NO: MG 16 / 2023

To:

**DEPUTY DIRECTORS-GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS AT DISTRICT
CIRCUIT MANAGERS OF ALL SCHOOLS
PRINCIPALS OF ALL SCHOOLS
DCESS: EXAMINATIONS AND ASSESSMENT
SA-SAMS TRAINERS
EMIS CO-ORDINATORS**

**ONLINE WEEKLY LURITS DATA SUBMISSIONS FOR ALL SCHOOLS (SNE SCHOOLS INCLUDED)
and INDEPENDENT SCHOOLS FOR 2024**

1. All schools must submit the **weekly** school database (*on-line*) according to the dates set out in this document. Data submissions must be seen as a crucial function for service delivery in the department.
2. The reason for submitting on a weekly basis is for reporting **up-to-date** Educator, Learner and Staff attendance and all other aspects of SA-SAMS.
3. Schools need to ensure that they complete the NSC registration information (Grade 10, 11 and 12) on SA-SAMS by **18 March 2024** in order for the information to be included in the online submission on **20 March 2024**.
4. **It is mandatory for all schools to submit data as specified below.**
 - 4.1. Schools are expected to submit all data submissions via LURITS deployment on SA-SAMS. This means that School, Learner, Educator, Staff and Governing Information must be approved and the database must be deployed. **A signed LURITS deployment report by the Principal is required and must be uploaded on-line.**
 - 4.2. When submitting through the Errors and Omissions tool (make sure that you have the latest version for the purpose), and you need to make sure that you have corrected and completed your school information to prevent the tool from blocking your submission. Validation process of Errors and Omissions is implemented with the following issues:
 - 4.2.1. Learners with no subjects assigned
 - 4.2.2. Learners with no Maths subject assigned
 - 4.2.3. Learners with both Maths and Maths Literary / Technical Maths
 - 4.2.4. Learner attendance not completed
 - 4.2.5. Educator attendance not completed

4.2.6. Staff Attendance not completed

4.2.7. Learner End-Year Promotions Not Processed

5. Schools are expected to run the Feedback Files as and when they receive them to update school information and to ensure that all learners are allocated permanent LURITS numbers.

5.1. Schools will be notified when Feedback files are available on the EMIS Portal. It is also the responsibility of the school to check for new feedback files obtained from the EMIS Portal on a quarterly basis.

5.2. A school must have a Username (EMIS Number) and Password to access the feedback files from the EMIS Portal. If the school has forgotten their password, it must be requested from the EMIS Portal. A link will be provided and sent to the school's email address (as on SA-SAMS) to reset the password.

6. When schools do not have internet connection for submission they should ensure they have a LURITS deployed database as well as a signed digital LURITS deployment report on a CD/ USB memory stick in order for EMIS officials to submit on their behalf. Without this schools will not be serviced in Districts and Head Office.

7. Please Note:

7.1. Remember to always install/run the latest SA-SAMS Patch as provided by the FSDoE from the EMIS Portal: <http://www.fsdoe.fs.gov.za/EMISPortal/SAMS.aspx>.

7.2. The **02 February 2024 submission** is also the **10th School Day Statistics** for all Schools.

7.3. Corrected and verified learner and subject data to be used for Subject Registration & NSC should be submitted on the **20 March 2024 submission**.

7.4. Considering that it is mandatory for all schools to report on learner progress, it is required that a submission (*on-line*) containing Term Marks must be received on the first Friday of the following term except for the fourth term, which should be submitted before or on the last school day for educators.

7.4.1. Term mark and exam marks for the 1st quarter must be submitted on **5 April 2024**.

7.4.2. Term mark and exam marks for the 2nd quarter must be submitted on **12 July 2024**.

7.4.3. Term mark and exam marks for the 3rd quarter must be submitted on **4 October 2024**

7.4.4. Final 4th term mark must be submitted before or on the last school day for educators, **13 December 2024 (The Year End Promotions must be on this submission)**.

Principals not adhering to these dates will be held accountable.

7.5. It is a national requirement that FSDoE must submit LURITS data quarterly to the Department of Basic Education (DBE). The first submission will be for registering new learners on the LURITS System on **02 February 2024**. The **5 April 2024**, **12 July 2024** and **4 October 2024** submissions, will be for updating and maintaining LURITS data.

8. Good data management practice

8.1. It is the responsibility of the principal to verify the correctness of the SA-SAMS Data. This can be done by ensuring that the SA-SAMS registers on the day of the submission corresponds with learner headcount on that day. The FSDoE and the Department of Basic Education (DBE) are more than ever serious about qualifying the data submitted by schools, and to this effect schools should expect more Data Quality Audits and none compliance will be dealt with accordingly.

- 8.2. It is the responsibility of the principal to ensure that the requested data reach the FSDoE on time.
- 8.3. As part of your **IT policy**, please make **regular backups** of your SA-SAMS database and store them away from your computer.
- 8.4. The data of every learner is used to determine critical education matters, for example the number of workbooks to be supplied to schools, number of question papers for Common Quarterly Tests printed and delivered to school in the language of learning and teaching per learner, staff establishment, school budget and many more.

9. The dates for submitting your LURITS Data:

- 9.1. The submission of data after Sunday 12:00 will not be uploaded for use on the next Monday reports for outstanding databases.

Database period	Submission date	
January 2024	Week 1: 26 January 2024	Term 1: 46 School days
February 2024	Week 1: 02 February 2024 Week 2: 09 February 2024 Week 3: 16 February 2024 Week 4: 23 February 2024	
March 2024	Week 1: 01 March 2024 Week 2: 08 March 2024 Week 3: 15 March 2024 Week 4: 20 March 2024	
April 2024	Week 1: 05 April 2024(Term marks and exam marks) Week 2: 12 April 2024 Week 3: 19 April 2024 Week 4: 26 April 2024	Term 2: 52 School days
May 2024	Week 1: 03 May 2024 Week 2: 10 May 2024 Week 3: 17 May 2024 Week 4: 24 May 2024 Week 5: 31 May 2024	
June 2024	Week 1: 07 June 2024 Week 2: 14 June 2024	

Database period	Submission date	
July 2024	Week 1: 12 July 2024 (Term marks and exam marks) Week 2: 19 July 2024 Week 3: 26 July 2024	Term 3: 53 School days
August 2024	Week 1: 02 August 2024 Week 2: 08 August 2024 Week 3: 16 August 2024 Week 4: 23 August 2024 Week 5: 30 August 2024	
September 2024	Week 1: 06 September 2024 Week 2: 13 September 2024 Week 3: 20 September 2024	
October 2024	Week 1: 04 October 2024 (Term marks and exam marks) Week 2: 11 October 2024 Week 3: 18 October 2024 Week 4: 25 October 2024	Term 4: 52 School days
November 2024	Week 1: 01 November 2024 Week 2: 08 November 2024 Week 3: 15 November 2024 Week 4: 22 November 2024 Week 5: 29 November 2024	
December 2024	Week 1: 06 December 2024 Week 2: 13 December 2024 (Final Mark)	

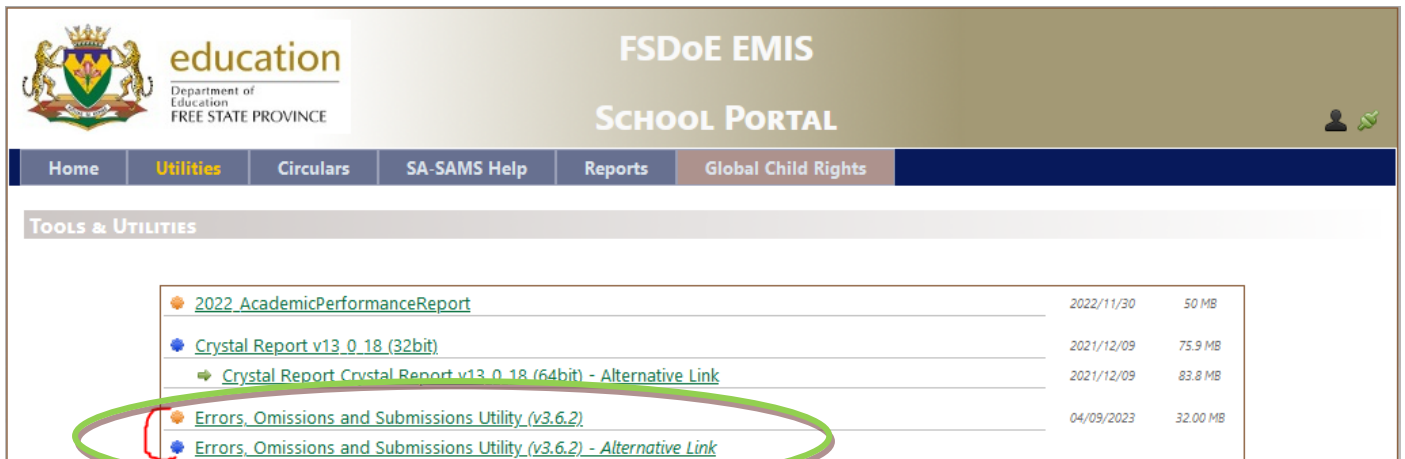
ONLINE WEEKLY LURITS DATA SUBMISSION

with the

SA-SAMS Errors, Omissions & Submission Utility

Step 1 (Download & Install)

Download & Install the latest version of **Errors, Omissions & Submissions** from the **Utilities Page** of the **EMIS School Portal**: <http://www.fsdoe.fs.gov.za/EMISPortal/Utilities.aspx>



The screenshot shows the FSDoE EMIS School Portal. The header includes the Department of Education Free State Province logo and the text 'FSDoE EMIS SCHOOL PORTAL'. The navigation bar has links for Home, Utilities, Circulars, SA-SAMS Help, Reports, and Global Child Rights. The 'Utilities' section is active, showing a list of tools and utilities. The 'Errors, Omissions and Submissions Utility (v3.6.2)' is highlighted with a green oval.

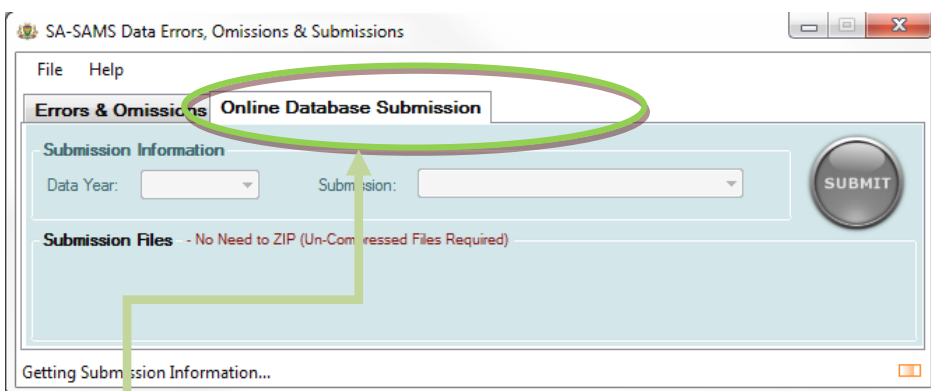
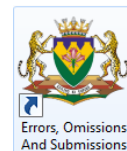
Tool/Utility	Version	Date	Size
2022_AcademicPerformanceReport		2022/11/30	50 MB
Crystal Report v13_0_18 (32bit)		2021/12/09	75.9 MB
Crystal Report v13_0_18 (64bit) - Alternative Link		2021/12/09	83.8 MB
Errors, Omissions and Submissions Utility (v3.6.2)		04/09/2023	32.00 MB
Errors, Omissions and Submissions Utility (v3.6.2) - Alternative Link			

Step 2 (Open the Program)

Open the newly installed program by double-clicking the shortcut on the desktop →

OR

Go to **Programs** → **EMIS** → Click on **Errors, Omissions and Submissions**



The screenshot shows the 'SA-SAMS Data Errors, Omissions & Submissions' application window. The 'Online Database Submission' tab is highlighted with a green oval. The window contains a 'Submission Information' section with 'Data Year' and 'Submission' dropdown menus, and a 'SUBMIT' button. Below this is a 'Submission Files' section with a note: '- No Need to ZIP (Un-Compressed Files Required)'. The status bar at the bottom indicates 'Getting Submission Information...'.

Click on the "Online Database Submission" tab

Step 3 (Select Submission & Files)

After the submission details have been loaded, you will be able to select the correct **Submission Year**, **Date & Browse for the required Submission Files**.

SA-SAMS Data Errors, Omissions & Submissions - v3.6.2

File Help

Errors & Omissions Online Database Submission

Submission Information

Data Year: 2023 Submission: 30 - September 15

Submission Files

Deployed SAMS Database C:\ExportData\LuritsData\440304212-18-Sep-2023 09-03-40 AM\BLOEM

LURITS Deployment Report C:\Users\83106654\Downloads\2023 LURITS DEPLOYMENT.pdf

Ready...

The Latest LURITS Deployed Database on the PC will automatically be selected by default. If this is not the desired database simply click on **Browse**, if you have already deployed your LURITS Database through SA-SAMS, then select the correct Database for the submission.

Also browse for the scanned/photo document/picture

After browsing for all the files required for the submission, the Submit button will activate.

NOTE:

The Deployed LURITS Database box will only accept Microsoft Access files - **.MDB**
(ZIP FILES ARE NOT USED, THE UTILITY AUTOMATICALLY COMPRESSES YOUR SUBMISSION DATA)
All other required electronic files e.g. Lurits Deployment will accept **PNG, JPG, TIFF, TIF, GIF, BMP** or **PDF** files.
Remember to Scan/Save the Required Submission Documents before trying to submit.

3 Basic Options for Getting Electronic Copies of Documents

Print document from SA-SAMS or Other Sources & make sure it is Signed by the Principal and/or Circuit Manager where necessary.

1. Scan

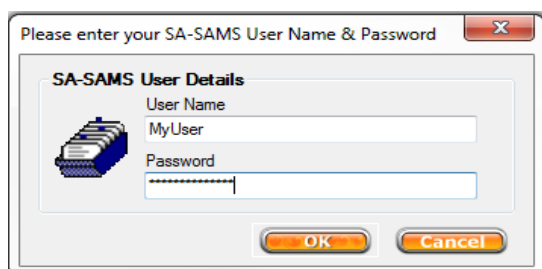
- Scanning creates an electronic version of a hard-copy document, which you can store as a backup of your files.
- A school can print the LURITS deployment document from SA-SAMS and then scan the signed document. This scanned document can then be used when doing your electronic data submission.
- Read more : http://www.ehow.com/how_2006155_scan-document-printer.html

2. Fax to e-mail

- Fax document to school's fax number that links to the schools email address.
- Free services are available example: <http://www.faxtoemail.co.za/> where you can register and access fax to email options.

Step 4 (SA-SAMS Login Details)

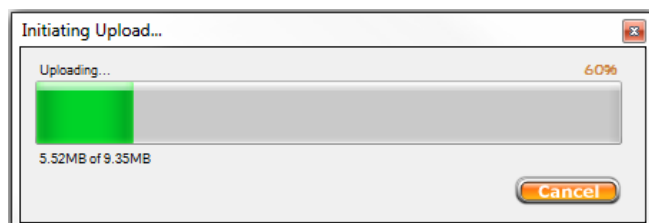
After the **Submit** button is clicked, as a security measure you will be prompted to enter your **SA-SAMS Login Details**



A screenshot of a Windows-style dialog box titled "Please enter your SA-SAMS User Name & Password". Inside the dialog, there is a section titled "SA-SAMS User Details" which contains two input fields: "User Name" with the text "MyUser" and "Password" with masked characters. To the left of the input fields is a small icon of a server rack. At the bottom of the dialog are two buttons: "OK" and "Cancel".

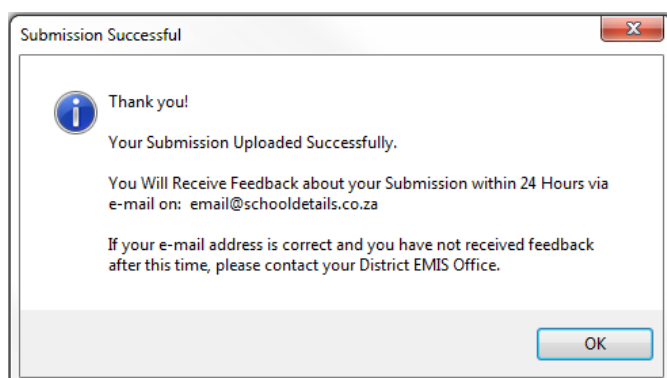
Step 5 (Uploading & Result)

You will see a *progress bar* with upload information:



A screenshot of a "Initiating Upload..." dialog box. It features a progress bar that is partially filled with green, with the text "60%" at the right end. Below the progress bar, it says "5.52MB of 9.35MB". A "Cancel" button is located at the bottom right of the dialog.

If the upload completes successfully, a *success message* will display:



A screenshot of a "Submission Successful" dialog box. It contains an information icon (i) followed by the text: "Thank you! Your Submission Uploaded Successfully. You Will Receive Feedback about your Submission within 24 Hours via e-mail on: email@schooldetails.co.za". Below this, it says: "If your e-mail address is correct and you have not received feedback after this time, please contact your District EMIS Office." An "OK" button is at the bottom right.

Yours sincerely



HOD: EDUCATION

DATE: 29 / 11 / 2023