



CIRCULAR NO: MG 13 / 2019

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 2020**

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. **The completed NSC registration submission with Learner Registration Data from schools, together with scanned required copies must be submitted on-line. For the purpose of correcting and verifying NSC information, the following documents will be distributed to schools for corrections which should be effected on SA-SAMS by 20 March 2020:**
 - 3.1. Errors and Omissions Report
 - 3.2. Summary of Learners per subject per Grade, including LoLT
 4. Farm schools must also submit data on-line. Farm School's SA-SAMS Administrators at district offices will be available to assist farm schools with this process of submission.
 5. **It is mandatory for all schools to submit data as specified below.**
 - 5.1. Schools are expected to submit all data submissions via LURITS deployment. 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.**
 6. 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.
 - 6.1. It is the responsibility of the school to check for new feedback files obtained from the EMIS Portal
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on a weekly basis.

- 6.2. 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.
- 6.3. It is the objective of the Department of Education to uniquely identify each learner in the Republic of South Africa and for this reason, future learners without LURITS Numbers and ID numbers may not be counted by the system and will not form part of learner numbers at schools.
7. **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.**

8. Please Note:

- 8.1. 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>.
- 8.2. The **31 January 2020 submission** is also the **10th School Day Statistics** for all Schools.
- 8.3. The **28 February 2020 submission** will be used strictly for NSC Exam Registration (Grade 10,11 and 12) and/or Subject Registration of Gr 1 to Gr 9. The information provided by schools will influence service delivery to schools and should be 100% correct and signed off by the Principal.
- 8.4. Corrected and verified learner and subject data to be used for Subject Registration & NSC should be submitted on the **20 March 2020 submission**.
- 8.5. 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.
 - 8.5.1. Term mark and exam marks for the 1st quarter must be submitted on **03 April 2020**.
 - 8.5.2. Term mark and exam marks for the 2nd quarter must be submitted on **10 July 2020**.
 - 8.5.3. Term mark and exam marks for the 3rd quarter must be submitted on **02 October 2020**
 - 8.5.4. Final 4th term mark must be submitted before or on the last school day for educators, **02 December 2020 (The Year End Promotions must be on this submission)**.

Principals not adhering to these dates will be held accountable.
- 8.6. 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 **07 February 2020**. The **09 April 2020**, **07 August 2020** and **09 October 2020**, will be for updating and maintaining LURITS data.
9. According to the 2016/2017 Auditor General findings some schools are not submitting correct information and therefore the Auditor General instructed the EMIS section to adjust the Errors and Omissions tool to prevent schools from partly submitting information. The following changes were therefore affected on the system and you will not be able to upload data in these cases:

9.1. Validation process is implemented with the following issues:

- 9.1.1. Learners with no subjects assigned
 - 9.1.2. Learners with no maths assignments
 - 9.1.3. Learners with both Maths and Maths Literary / Technical Maths
 - 9.1.4. Learner attendance not submitted
 - 9.1.5. Teacher attendance not submitted
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- 9.1.6. Staff Attendance not submitted
- 9.1.7. Gr 4- 12 LOLT must be English or Afrikaans

9.2. **NB:** It would be no longer possible to submit data if the Errors and Omission report is not cleaned up before submission. All errors and omissions will first have to be fixed before you can start the submission process.

10. Good data management practice

10.1. 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.

10.2. It is the responsibility of the principal to ensure that the requested data reach the FSDoE on time.

10.3. As part of your **IT policy**, please make **regular backups** of your SA-SAMS database and store them away from your computer.

10.4. 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.

11. The dates for submitting your LURITS Data:

11.1. 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 2020	Week 1: 24 January 2020 Week 2: 31 January 2020	Term 1: 50 School days
February 2020	Week 1: 07 February 2020 Week 2: 14 February 2020 Week 3: 21 February 2020 Week 4: 28 February 2020	
March 2020	Week 1: 06 March 2020 Week 2: 13 March 2020 Week 3: 20 March 2020	
April 2020		

	Week 1: 03 April 2020 Week 2: 09 April 2020 Week 3: 17 April 2020 Week 4: 24 April 2020 Week 5: 30 April 2020	Term 2: 50 School days
May 2020	Week 1: 08 May 2020 Week 2: 15 May 2020 Week 3: 22 May 2020 Week 4: 29 May 2020	
June 2020	Week 1: 05 June 2020 Week 2: 12 June 2020	

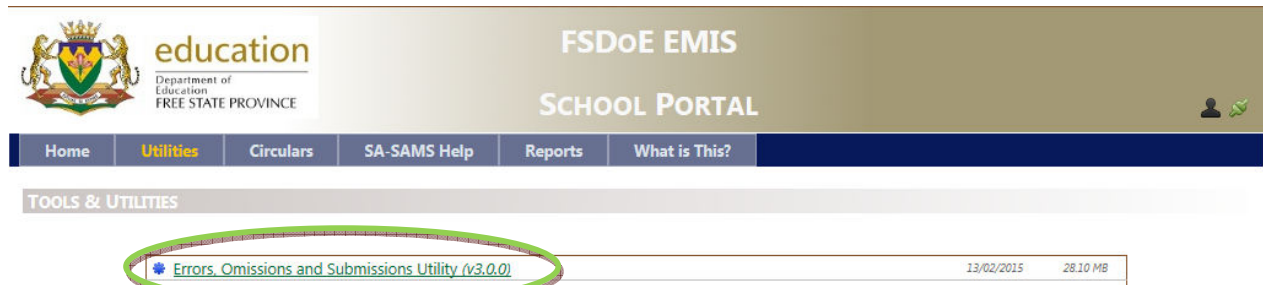
Database period	Submission date	
July 2020	Week 1: 10 July 2020 Week 2: 17 July 2020 Week 3: 24 July 2020 Week 4: 31 July 2020	Term 3: 53 School days
August 2020	Week 1: 07 August 2020 Week 2: 14 August 2020 Week 3: 21 August 2020 Week 4: 28 August 2020	
September 2020	Week 1: 04 September 2020 Week 2: 11 September 2020 Week 3: 18 September 2020	
October 2020	Week 1: 02 October 2020 Week 2: 09 October 2020 Week 3: 16 October 2020 Week 4: 23 October 2020 Week 5: 30 October 2020	Term 4: 47 School days
November 2020	Week 1: 06 November 2020 Week 2: 13 November 2020 Week 3: 20 November 2020 Week 4: 27 November 2020	
December 2020	Week 1: 02 December 2020	

ONLINE WEEKLY LURITS DATA SUBMISSION

with the SA-SAMS Errors, Omissions & Submission Utility

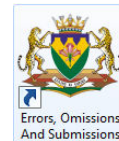
Step 1 (Download & Install)

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>



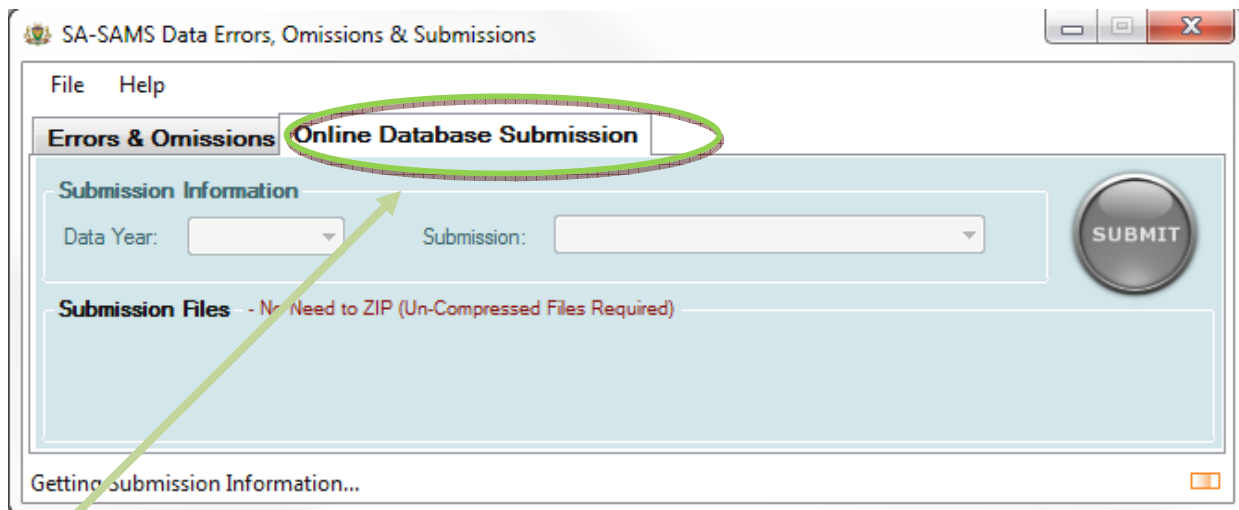
Step 2 (Open the Program)

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



OR

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



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

File Help

Errors & Omissions Online Database Submission

Submission Information

Data Year: 2015 Submission: 02 - February 27

Submission Files

Deployed SAMS Database C:\ExportData\LuritsData\440000000-27-Feb-2015 02-24-11 PM\SchoolID

LURITS Deployment Report C:\Users\...Z\Desktop\LuritsDeployment_Scanned.PNG

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.

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 SMGD 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

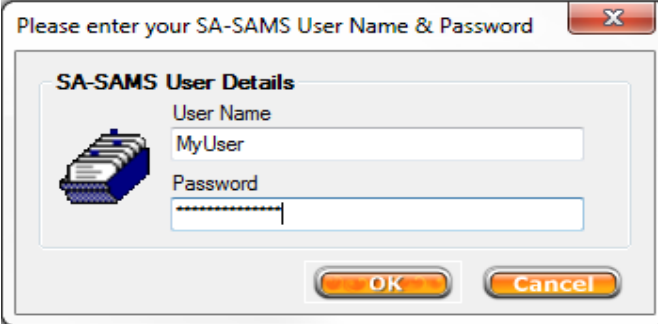
- Fax document to school's fax number that links to the schools email address.
- Free services are available example: <http://www.faxtoemail.co.za/> where you can register and access fax to email options.
- You can fax the signed version of the printed report document to the school email. Save document from e-mail to a folder on your computer, where it will be easily accessible when you browse for submission documents.

3. Photographed

- A school can also take a clear image of the printed and signed document e.g. LURITS Deployment Report using digital camera/cell phone.

Step 4 (SA-SAMS Login Details)

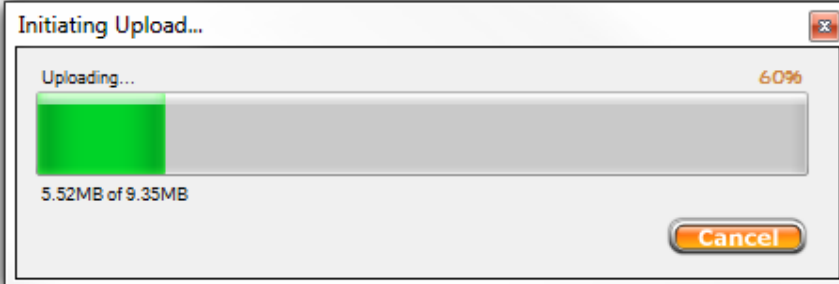
After the **Submit** button is clicked, as a security measure you will be prompted to enter your **SA-SAMS Login Details**



A dialog box titled "Please enter your SA-SAMS User Name & Password" with a close button (X) in the top right corner. The main content area is titled "SA-SAMS User Details" and contains a small icon of a server rack. Below the icon are two input fields: "User Name" with the text "MyUser" and "Password" with a masked password (dots). At the bottom of the dialog are two buttons: "OK" and "Cancel".

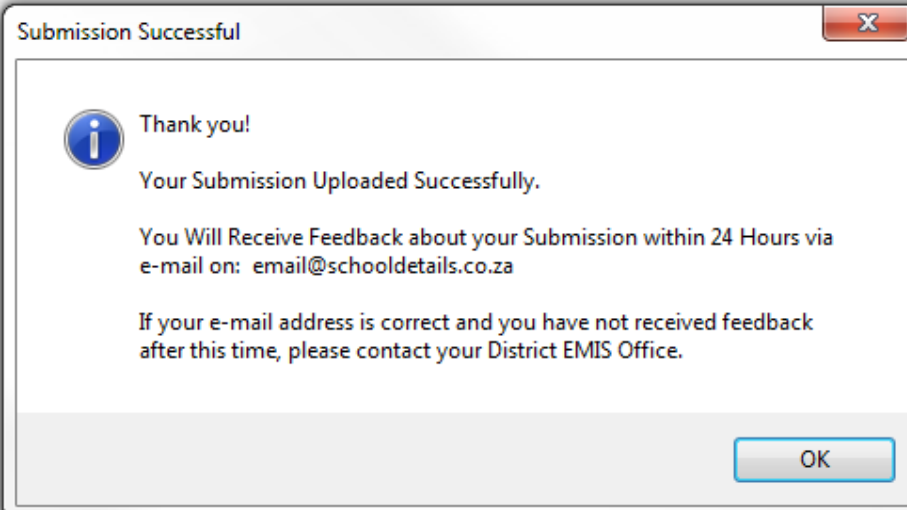
Step 5 (Uploading & Result)

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



A dialog box titled "Initiating Upload..." with a close button (X) in the top right corner. It features a progress bar labeled "Uploading..." with a green bar indicating 60% completion. Below the progress bar, it shows "5.52MB of 9.35MB". A "Cancel" button is located at the bottom right.

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



A dialog box titled "Submission Successful" with a close button (X) in the top right corner. It contains an information icon (i) and 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 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 located at the bottom right.

Yours sincerely

A handwritten signature in black ink, consisting of a large, sweeping initial 'S' followed by a smaller, more complex set of letters.

HOD: EDUCATION

23/9/2019

DATE

