



education

Department of
Education
FREE STATE PROVINCE

Enquiries: Mr Mokgobo

CIRCULAR NO: MG 20 / 2016

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**

SUBMISSION OF ANNUAL REPORT BY ALL PUBLIC SCHOOLS ON 08 DECEMBER 2016

1. In terms of SASA section 16A(1)(b) the principal must prepare and submit to the Head of Department an **Annual Report** in respect of:
 - i. The academic performance of that school in relation to the minimum outcomes and standards and procedures of assessment and
 - ii. The effective use of available resources.
2. Circuit Managers, after receiving the annual report must identify the critical areas for development and integrate into the **Circuit Improvement Plan**.
3. The purpose of the Annual Report (AR) is to have a national standard for determining the performance of schools. The AR has a national priority and principals of all public schools are reminded about the duty of schools to provide information as stipulated in the South African Schools Act No.84 of 1996 section 59(2), that every public school must provide such information about the school as is reasonably required by the Head of Department.
4. Schools will be provided with a capturing tool, which will extract already existing data from SA-SAMS and the principal must complete the rest of the report.
5. **Please note that this Annual Report pertains to the data of the 2016 academic year.**
6. To ensure the extraction of meaningful and useful data from SA-SAMS, all schools are required to fully implement Learner Information, Educator and Staff Information, Curriculum and Physical Resources Modules in SA-SAMS.

7. The following time schedule must be followed:

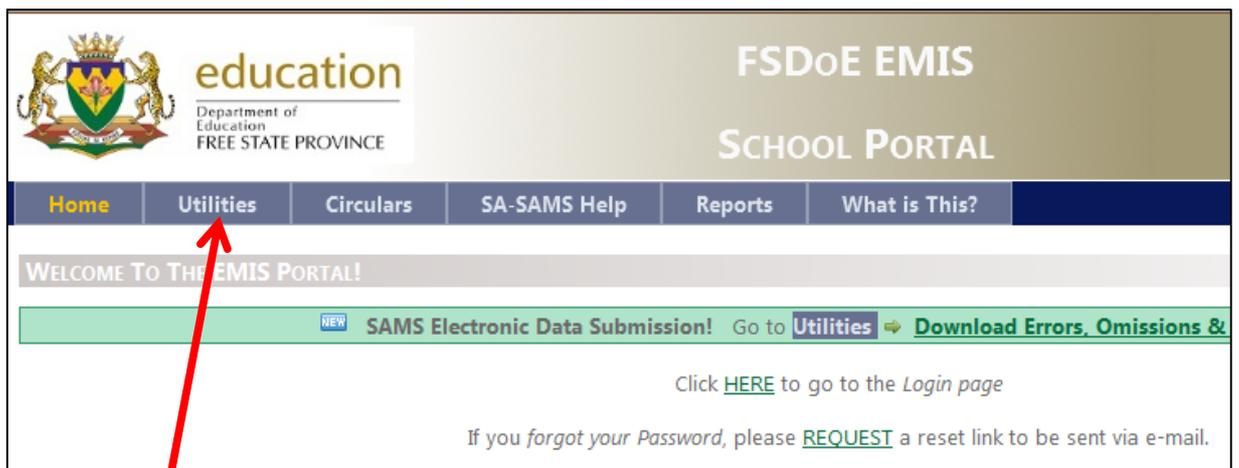
07 December 2016: Report Date - After verifying that the AR report is correct, all principals print and sign the report.

08 December 2016: Submission to Circuit Manager: All principals submit the AR report to their responsible Circuit manager at District Offices.

09 December 2016: The Circuit Manager must ensure that all schools under his/her control have their AR reports. All Circuit Managers submit AR reports to the District Director.

GUIDELINE ON CREATING THE ANNUAL REPORT

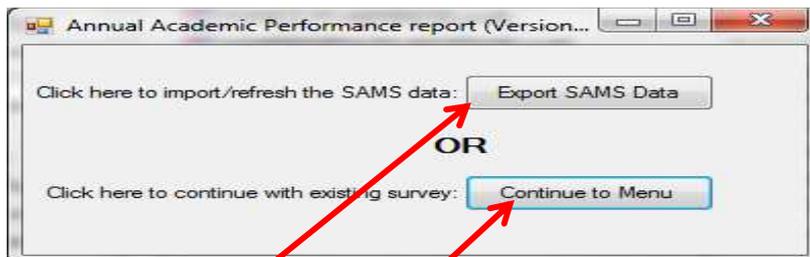
1. Open the **EMIS Portal** (<http://www.fsdoe.fs.gov.za/EMISPortal/>) website.



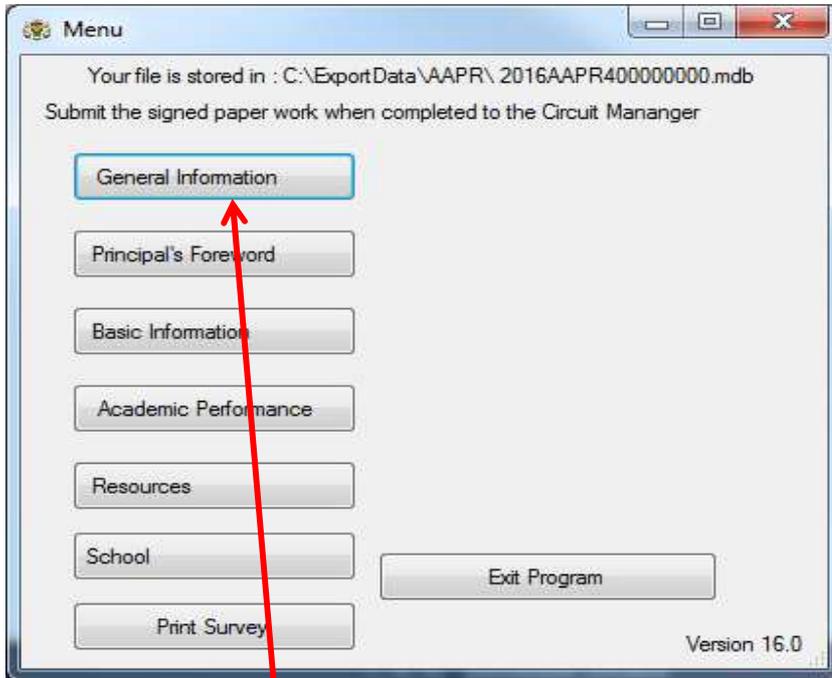
2. Click on **Utilities** to open the tools.

3. Click on **Annual Report** to install the AR program, it will create a shortcut on the desktop named "Annual Report".

4. Open the shortcut on the desktop and the following screen will be displayed:



Click on the **Export SAMS Data** button if you are exporting for the first time, otherwise click on **Continue to Menu** to open the existing survey.



5. Click on the **General Information** button on the Menu and the following screen will be displayed:

General Information

EMIS No. 400000000

School Name DEMO SCHOOL

Postal Address Either Section A or B

A. Postal Address

SAPO Village

PO Box

Private Bag PRIVATE BAG X10000

Post Office Bloemfontein

Post Code 9300

B. Physical Address

Building

Street Address 38 Bloemfontein Street

Town or City Bloemfontein

Post Code 9301

Province 4

School Level [1 = Pre-Primary; 2 = Primary; 3 = Secondary; 4 = Intermediate; 5 = Combined] 3

Educational district Motheo

Local Municipality Bloemfontein

Educational region Motheo

Circuit Manager

Email Bloemfontein@n.co.za

Telephone

Fax

National Quintile Ranking

LOLT of School English

Status Section Section 21 Partial Section 21 Non Section 21

Location of School Urban Rural Semi-Rural

Save

Next Page

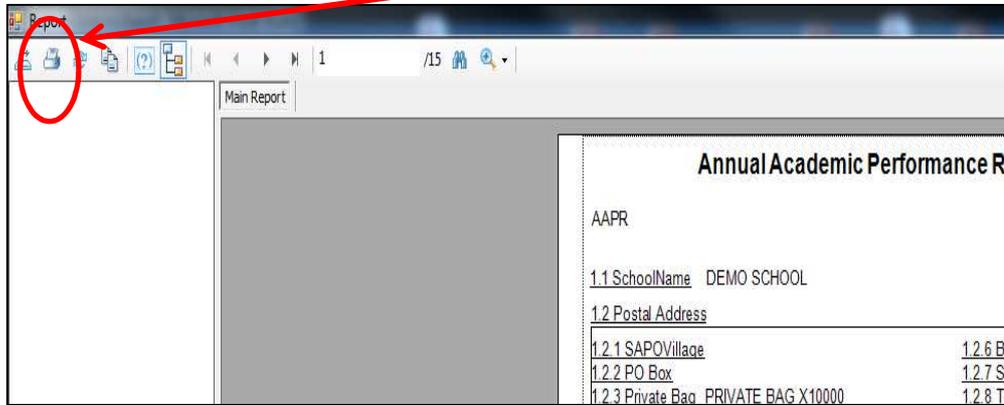
Previous Page

Close

NB: The yellow fields are required information that needs to be captured here on the program. Both Save and Next Page button automatically saves the information.

6. Click on the **Save** button.
7. Click on the **Next Page** button to move to the next page or click on the **Previous Page** button to move to the previous page.
8. After going through the Annual Report , you can click on the **Close** button to return to the Menu

9. Click on the **Print Survey** button to print the report. Page through the report on the screen to ensure all information is captured and correct. Click on **Print** button.



10. Click on **Exit** Program to finish.

The signed Annual Report must be submitted to the **Circuit Manager**.

Thank you for your cooperation in the successful completion of this report.

Yours sincerely



CHIEF DIRECTOR:

DISTRICT MANAGEMENT

Date: 2016 /11 / 09