education
Department of
Education
FREE STATE PROVINCE

CIRCULAR NO: MG   08 / 2021

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 2022

1. As **FSDoE** and the country as a whole, we are faced with the COVID-19 pandemic, which will stay with us for a while and we shall move mountains to win this war.

2. 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.

3. 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.

4. **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 26 March 2022**:

  4.1. Errors and Omissions Report

  4.2. Summary of Learners per subject per Grade, including LoLT

5. 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.

6. **It is mandatory for all schools to submit data as specified below.**

  6.1. 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.**

6.2. 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 submission from blocking your submission. Validation process of Errors and Omissions is implemented with the following issues:

    6.2.1.   Learners with no subjects assigned

    6.2.2.   Learners with no Maths subject assigned

    6.2.3.   Learners with both Maths and Maths Literary / Technical Maths

    6.2.4.   Learner attendance not completed

    6.2.5.   Educator attendance not completed

    6.2.6.   Staff Attendance not completed

    6.2.7.   Learner End-Year Promotions Not Processed

7. 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.

    7.1. It is the responsibility of the school to check for new feedback files obtained from the EMIS Portal on a weekly basis.

    7.2. 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.

    7.3. 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.

8. **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.**

9. **Please Note:**

    9.1.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*.

    9.2. The **28 January 2022 submission** is also the **10th School Day Statistics** for all Schools.

    9.3. The **25 February 2022 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.

    9.4. Corrected and verified learner and subject data to be used for Subject Registration & NSC should be submitted on the **17 March 2022 submission**.

    9.5. 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.

        9.5.1.   Term mark and exam marks for the 1st quarter must be submitted on **8 April 2022**.

        9.5.2.   Term mark and exam marks for the 2nd quarter must be submitted on **22 July 2022**.

        9.5.3.   Term mark and exam marks for the 3rd quarter must be submitted on **14 October 2022**

9.5.4. Final 4th term mark must be submitted before or on the last school day for educators, **14 December 2022 (The Year End Promotions must be on this submission)**.

Principals not adhering to these dates will be held accountable.

9.6. 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 **21 January 2022**. The **8 April 2022**, **22 July 2022** and **14 October 2022**, will be for updating and maintaining LURITS data.

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 2022	**Week 1:** 21 January 2022 **Week 2:** 28 January 2022	
February 2022	**Week 1:** 04 February 2022 **Week 2:** 11 February 2022 **Week 3:** 18 February 2022 **Week 4:** 25 February 2022	**Term 1:** 48 School days
March 2022	**Week 1:** 04 March 2022 **Week 2:** 11 March 2022 **Week 7:** 17 March 2022	
April 2022	**Week 1:** 08 April 2022 (Term marks and exam marks) **Week 2:** 14 April 2022	**Term 2:**

	Week 3: 22 April 2022	53 School days
	Week 4: 29 April 2022	
May 2022		
	Week 1: 06 May 2022	
	Week 2: 13 May 2022	
	Week 3: 20 May 2022	
	Week 4: 27 May 2022	
June 2022		
	Week 1: 03 June 2022	
	Week 2: 10 June 2022	
	Week 3: 15 June 2022	
	Week 4: 24 June 2022	

Database period	Submission date	
July 2022		
	Week 1: 22 July 2022 (Term marks and exam marks)	
	Week 2: 29 July 2022	
August 2022		
	Week 1: 05 August 2022	**Term 3:**
	Week 2: 12 August 2022	52 School days
	Week 3: 19 August 2022	
	Week 4: 26 August 2022	
September 2022		
	Week 1: 02 September 2022	
	Week 2: 09 September 2022	
	Week 3: 16 September 2022	
	Week 4: 23 September 2022	
	Week 5: 30 September 2022	
October 2022		
	Week 1: 14 October 2022 (Term marks and exam marks)	
	Week 2: 21 October 2022	
	Week 3: 28 October 2022	
November 2022		
	Week 1: 04 November 2022	
	Week 2: 11 November 2022	**Term 4:**
	Week 3: 18 November 2022	
	Week 4: 25 November 2022	47 School days
December 2022		
	Week 1: 02 December 2022	
	Week 2: 09 December 2022	
	Week 3: 14 December 2022(Final Mark	
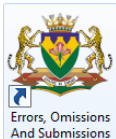
ONLINE WEEKLY LURITS DATA SUBMISSION
with the
**SA-SAMS Errors, Omissions & Submission Utility**

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
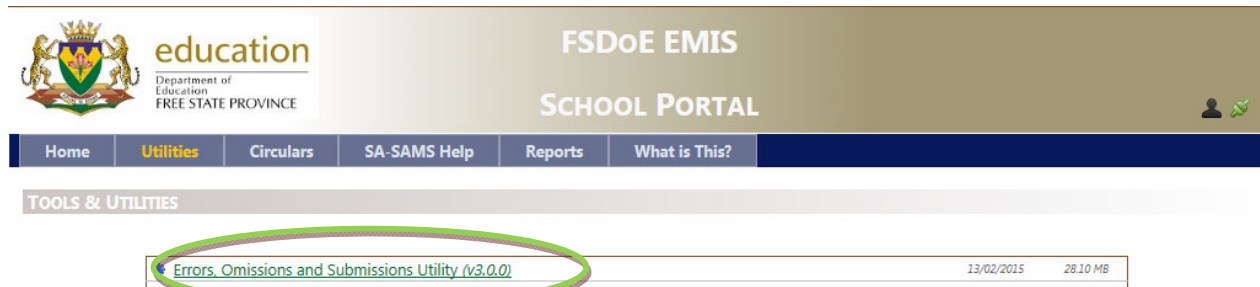
Step 2 *(Open the Program)*

Open the newly installed program by double-clicking the shortcut on the desktop ⇨
OR
Go to *Programs* ⇨ *EMIS* ⇨ Click on **Errors, Omissions and Submissions**
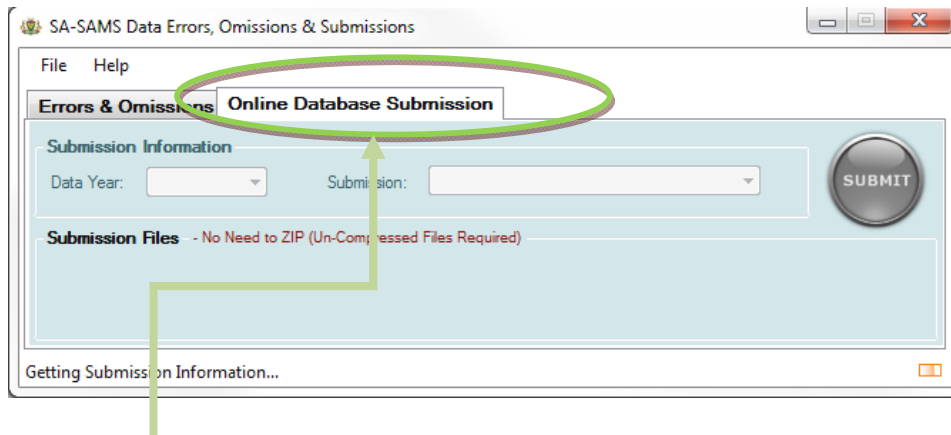
*Click on the "**Online Database Submission**" tab*

Step 3 *(Select Submission & Files)*

After the submission details have been loaded, you will be able to <u>select the correct **Submission Year**,</u> **Date** & **Browse for the required Submission Files**.
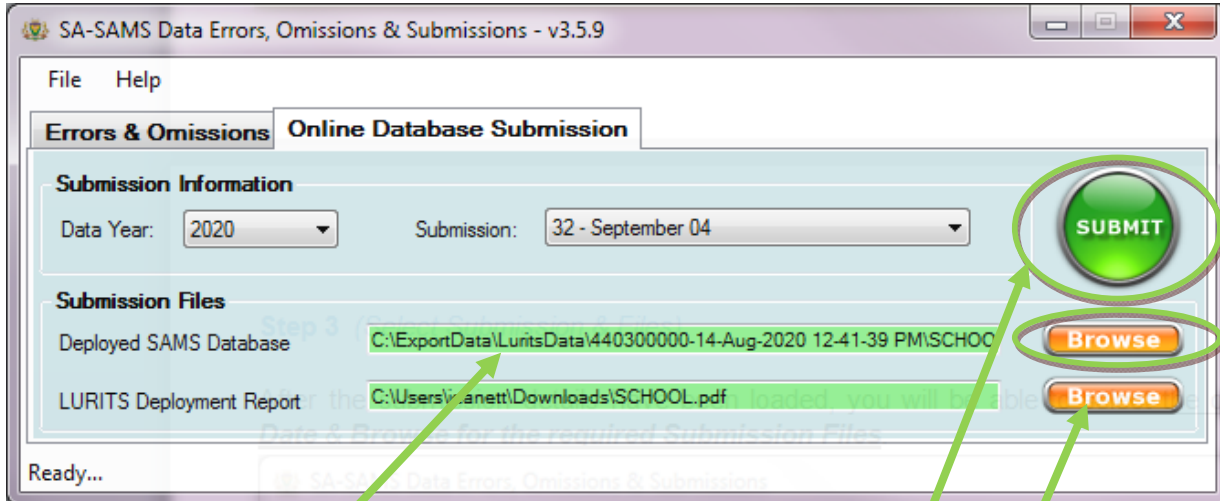
*The Latest LURITS Deployed Database on the PC will automatically be selected by default. If this is not the desired database simply click on **Browse**, if you have already Deployed your LURITS Database through SA-SAMS, then select the correct Database for the submission.*

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

Also browse for the scanned/photo document/picture

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.

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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.
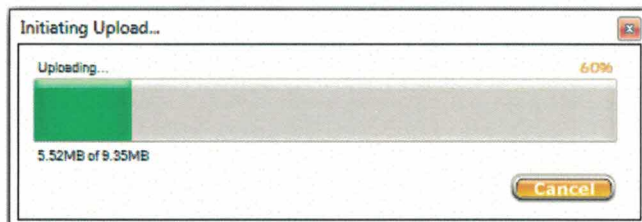
Step 4 *(SA-SAMS Login Details)*

After the **Submit** button is clicked, as a security measure you will be prompted to enter you **SA-SAMS Login Details**
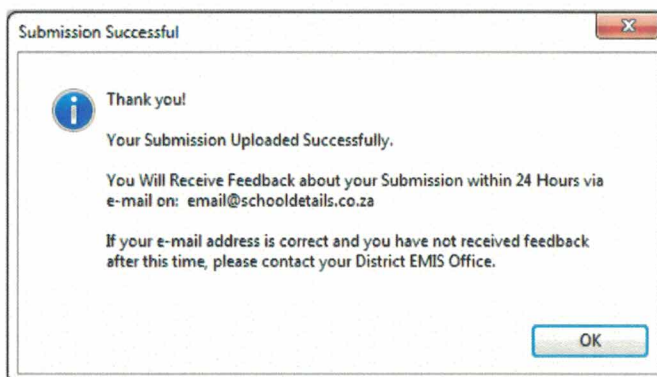
Step 5 *(Uploading & Result)*

You will see a *progress bar* with upload information:
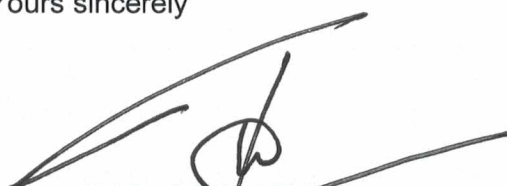
If the upload completes successfully, a *success message* will display:

Yours sincerely

HOD: EDUCATION

DATE: 13/12/2021