



CIRCULAR NO: MG 22 / 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**

**ONLINE WEEKLY LURITS DATA SUBMISSIONS FOR ALL SCHOOLS (SNE SCHOOLS INCLUDED)
and INDEPENDENT SCHOOLS FOR 2017**

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. 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.
 4. 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.**
 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.
 6. 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 District offices.**
-

8. Please Note:

- (a) 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>.
- (b) The **27 January 2017 submission** is also the **10th School Day Statistics** for all Schools.
- (c) The **24 February 2017 submission** will be used strictly for NSC Exam Registration (Grade 10, 11 and 12) and/or Learner Subject Registration for Common Quarterly Tests and Book Provisioning. The information provided by schools will influence service delivery to schools and should be 100% correct and signed off by the Principal.
- (d) Corrected and verified learner subject data to be used for Common Quarterly Tests & NSC should be submitted on the **31 March 2017 submission**.
- (e) 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 on the last school day for learners.
 - i. Term mark and exam marks for the 1st quarter must be submitted on **21 April 2017**.
 - ii. Term mark and exam marks for the 2nd quarter must be submitted on **28 July 2017**.
 - iii. Term mark and exam marks for the 3rd quarter and the ANA mark must be submitted on **13 October 2017**
 - iv. Final 4th term mark must be submitted on the last school day for learners, **6 December 2017 (The Year End Promotions must be on this submission)**.Principals not adhering to these dates will be held accountable.
- (f) 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 **24 February 2017**. The **26 May 2017**, **8 September 2017** and **6 December 2017**, will be for updating and maintaining LURITS data.

9. Good data management practice

- (a) 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 survey correspond 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.
 - (b) It is the responsibility of the principal to ensure that the requested data reach the FSDoE on time.
 - (c) As part of your **IT policy**, please make **regular backups** of your SA-SAMS database and store them away from your computer. All electronic submissions to EMIS Provincial Office is also seen as backups.
 - (d) Principals are reminded about the importance of SA-SAMS data and once more requested to check and verify the correctness of all data before sending it to the FSDoE. 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.
-

10. The dates for submitting your LURITS Data:

Database period	Submission date	
January 2017	Week 1: 20 January 2017 Week 2: 27 January 2017	Term 1: 56 School days
February 2017	Week 1: 03 February 2017 Week 2: 10 February 2017 Week 3: 17 February 2017 Week 4: 24 February 2017	
March 2017	Week 1: 03 March 2017 Week 2: 10 March 2017 Week 3: 17 March 2017 Week 4: 24 March 2017 Week 5: 31 March 2017	
April 2017	Week 1: 21 April 2017 Week 2: 26 April 2017	Term 2: 54 School days
May 2017	Week 1: 05 May 2017 Week 2: 12 May 2017 Week 3: 19 May 2017 Week 4: 26 May 2017	
June 2017	Week 1: 02 June 2017 Week 2: 09 June 2017 Week 3: 15 June 2017 Week 4: 23 June 2017 Week 5: 30 June 2017	

Database period	Submission date	
July 2017	Week 1: 28 July 2017	Term 3: 50 School days
August 2017	Week 1: 04 August 2017 Week 2: 11 August 2017 Week 3: 18 August 2017 Week 4: 25 August 2017	
September 2017	Week 1: 01 September 2017 Week 2: 08 September 2017 Week 3: 15 September 2017 Week 4: 22 September 2017 Week 5: 29 September 2017	
October 2017	Week 1: 13 October 2017 Week 2: 20 October 2017 Week 3: 27 October 2017	Term 4: 43 School days
November 2017	Week 1: 03 November 2017 Week 2: 10 November 2017 Week 3: 17 November 2017 Week 4: 24 November 2017	
December 2017	Week 1: 06 December 2017	

ONLINE WEEKLY LURITS DATA SUBMISSION
with the
SA-SAMS Errors, Omissions & Submission Utility

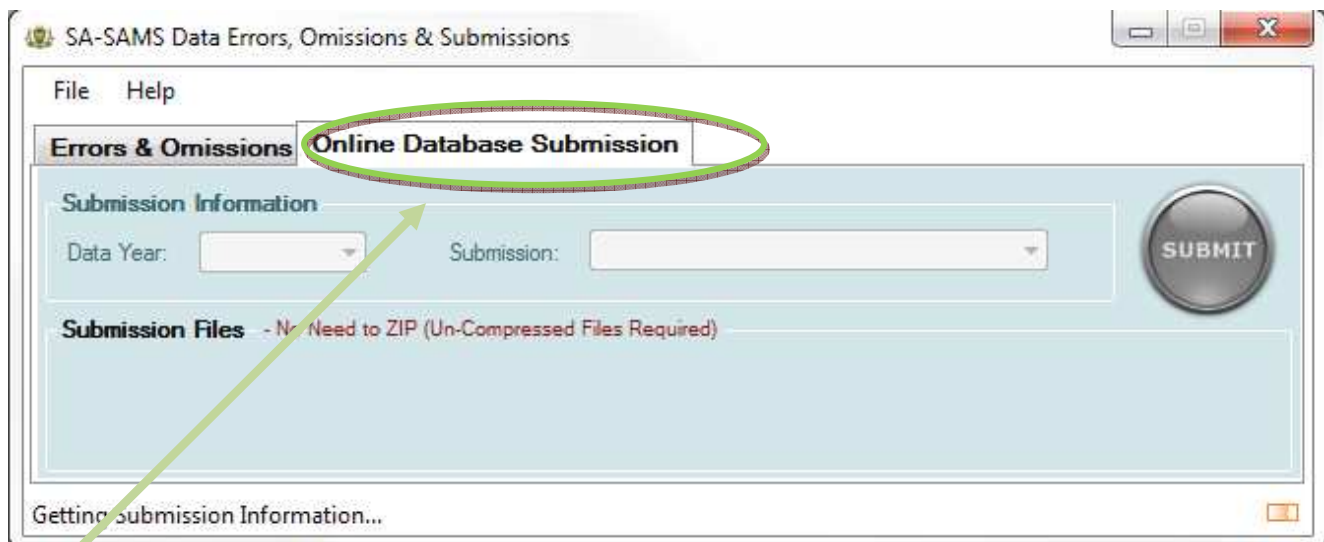
Step 1 (Download & Install)

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.**

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)

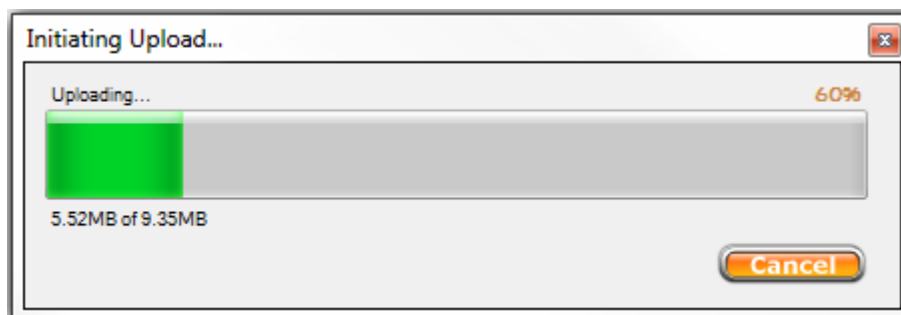
After the **Submit** button is clicked, as a security measure you will be prompted to enter your **SA-SAMS Login Details**



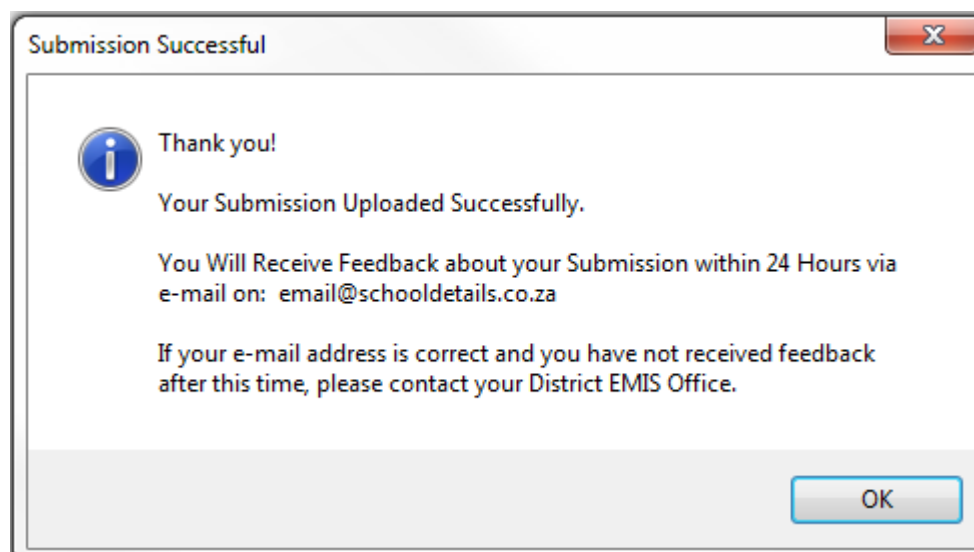
A dialog box titled "Please enter your SA-SAMS User Name & Password" with a close button (X) in the top right corner. The dialog contains a section titled "SA-SAMS User Details" with a server rack icon on the left. It has two input fields: "User Name" with the text "MyUser" and "Password" with masked characters. At the bottom are "OK" and "Cancel" buttons.

Step 5 (Uploading & Result)

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



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



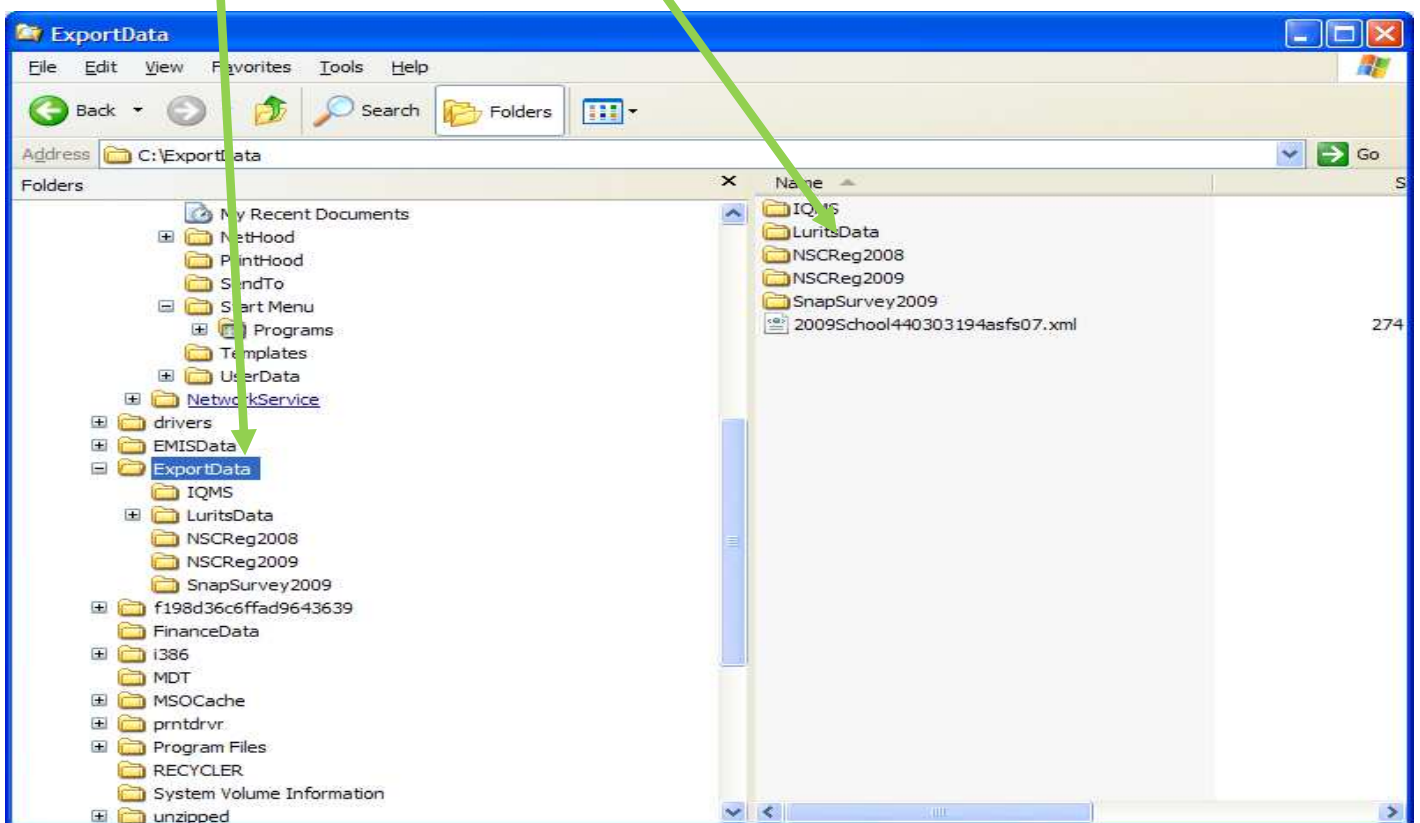
ONLINE WEEKLY LURITS DATA SUBMISSION
with the
EMIS Portal(<http://www.fsdoe.fs.gov.za/EMISPortal>)

Step 1 (*Find Deployed Database Location*)

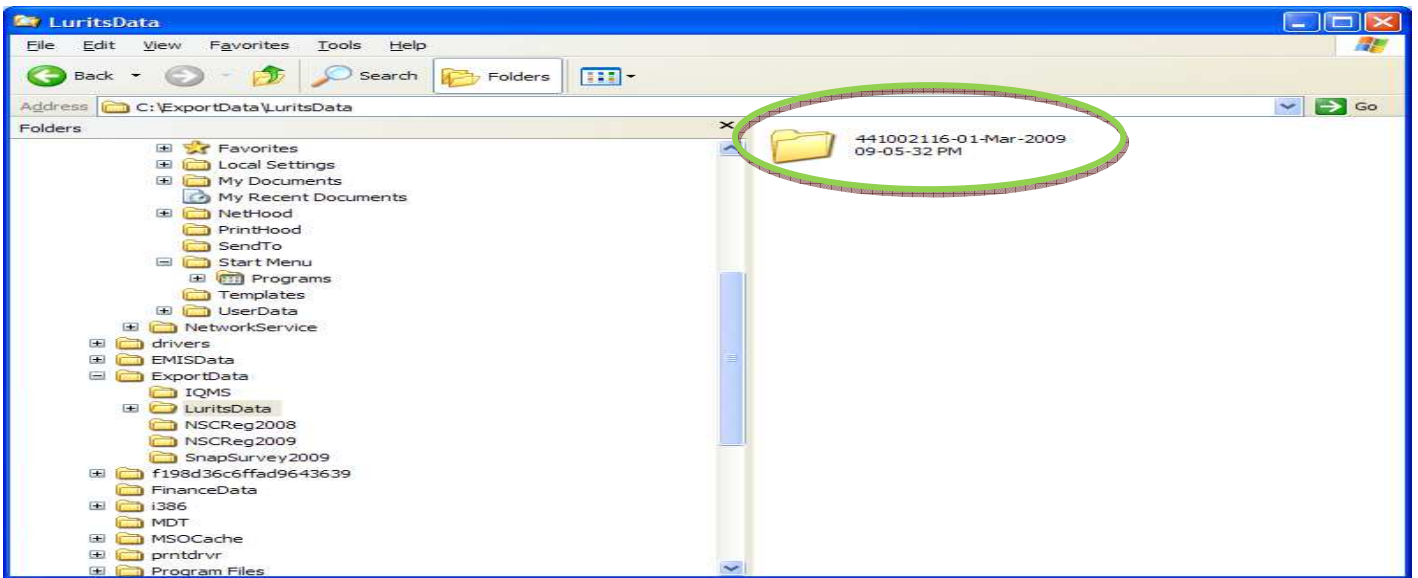
Right-click on **Start**. Click on **Open Windows Explorer**



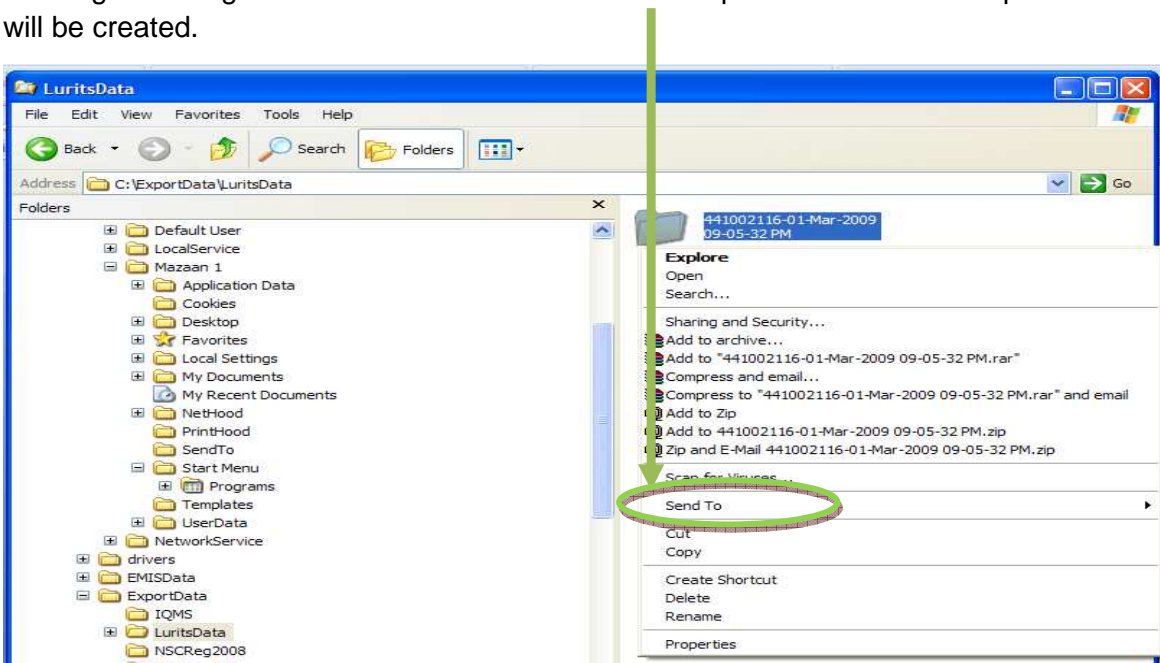
Click on **ExportData**. Double click on the **LuritsData** folder.



On the right hand side of your screen there will be one or more folders with your EMIS Nr, a Date and Time. Right-click on the **folder with the latest date and time** and compress the file for on-line submission.



After right-clicking on the folder click on **Send To** Compression from the drop down menu. A zipped folder will be created.



Step 2 (Open the EMIS Portal)

Enter Login details(EMIS Nr and Password)

Login Type : School Department Official

School Login

EMIS Nr:

Password:

You will notice that the default **Year** is the current year, but if not then select the correct year.

education
Department of Education
FREE STATE PROVINCE

FSDoE EMIS
SCHOOL PORTAL

442607201

Home | LTSM Requisitions | Outstanding Surveys | Utilities | Circulars | SA-SAMS Help | Reports | What is This?

SA-SAMS ONLINE SUBMISSION

- ✓ Please ensure you upload all necessary files for a complete submission
- ✓ Uploading Database:
 - Only **zipped** Lurits databases will be accepted.
 - Ensure that the attendance and marks are update.
 - How to zip the Lurits database - [zip Database Manual](#)
 - Maximum size for the zipped database is 40 MB
- ✓ Uploading Reports:
 - Only image files (jpg, bmp, gif, png) and pdf files will be accepted.
 - Maximum size for reports is 5 MB

SELECT SUBMISSION DETAILS

Year: 2014
Month: 00 - August Test

Attachment	
Zipped SAMS Database	Browse...
LURITS Deployment Report	Browse...

Please select file/s to upload

Progress: 0%
Upload Bytes: Bytes
File Info: FileName

SUBMIT

Please note that the indicated portion of the screen may change depending on the type of survey you selected.

Step 3 (*Browse for files*)

Browsing files on your computer

Ensure that you **LURITS database is zipped** and you know where it is saved. Then click the **Browse** button to locate and select your database. When you have found your zipped database then click **Open** to prepare it for uploading.

Next, you need to browse for the **LURITS Deployment Report** that must be submitted for that period.

When all the required files have been selected, just press the **SUBMIT** button to send your data.

Yours sincerely


HOD: EDUCATION

30 / 11 / 2016

DATE