



education

Department of
Education
FREE STATE PROVINCE

Enquiries: FH Kok
Tel: 051 404 8089

CIRCULAR NO: MG 20 / 2017

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**

**ANNUAL ACADEMIC PERFORMANCE REPORT BY ALL ORDINARY SCHOOLS ON
07 DECEMBER 2017**

1. The purpose of the Annual Academic Performance Report (AAPR) is to have a national standard for determining the performance of schools. The AAPR has a national priority and principals of all ordinary schools (**Independent Schools excluded**) 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 school (**Independent schools excluded**) must provide such information about the school as is reasonably required by the Head of Department.
2.
 - 2.1 It is expected from Circuit Managers in collaboration with other sections within the district to analyse the AAPR to determine whether the AAPR captures the challenges identified in school self-evaluation.
 - 2.2 Circuit Managers in collaboration with curriculum experts must identify problems and challenges that can be addressed in the short term and long term and then develop an action plan (circuit improvement plan) to address these challenges.
3. 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.
4. **Please note that this Annual Academic Performance Report pertains to the data of the 2017 academic year.**
5. 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.

6. The following time schedule must be followed:

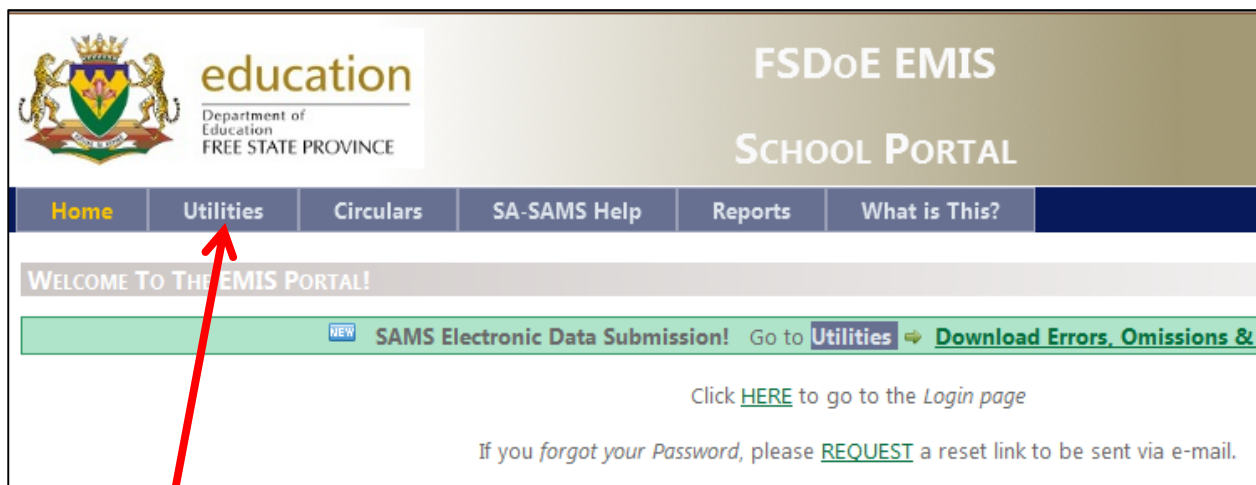
06 December 2017: Report Date - After verifying that the AAPR report is correct, all principals print and sign the report.

07 December 2017: Submission to Circuit Manager: All principals submit the AAPR report to their responsible Circuit manager at District Offices.

08 December 2017: The Circuit Manager must ensure that all schools under his/her control have their AAPR reports. All Circuit Managers submit AAPR reports to the District Director.

GUIDELINE ON CREATING THE ANNUAL ACADEMIC PERFORMANCE REPORT

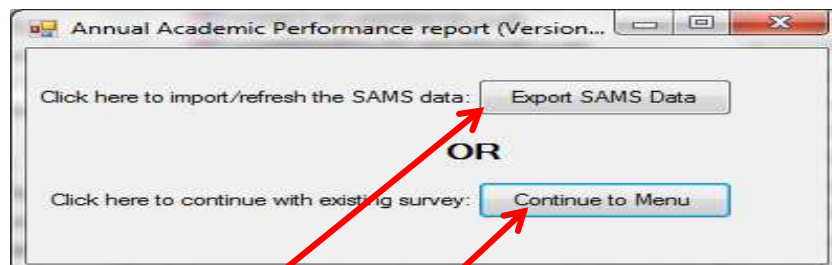
1. Open the **EMIS Portal** (<http://www.fsdoe.fs.gov.za/EMISPortal/>) website.



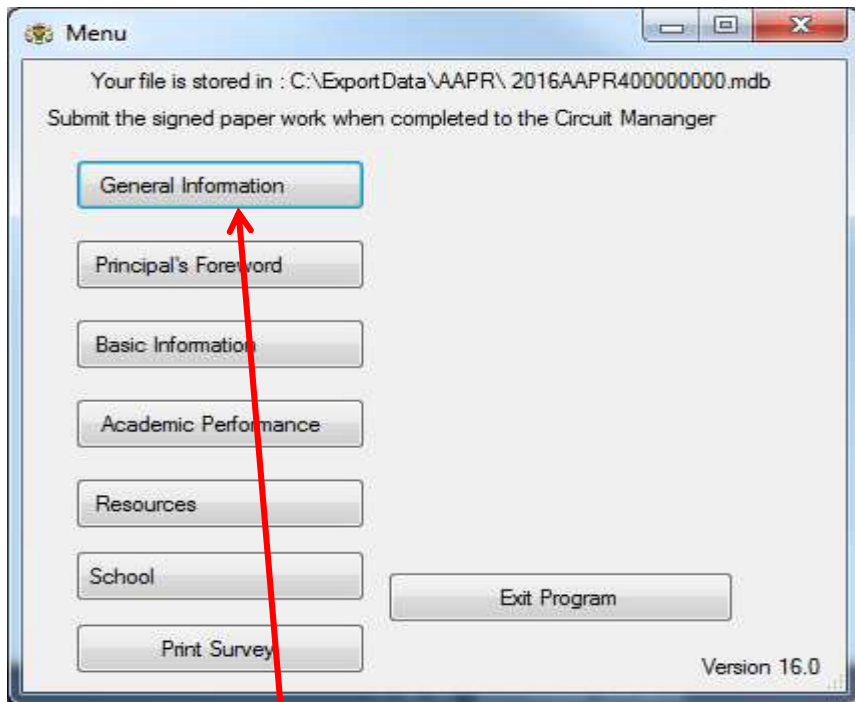
2. Click on **Utilities** to open the tools.

3. Click on **Annual Academic Performance Report** to install the AAPR program, it will create a shortcut on the desktop named "Annual Academic 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
 Postal Code 9300

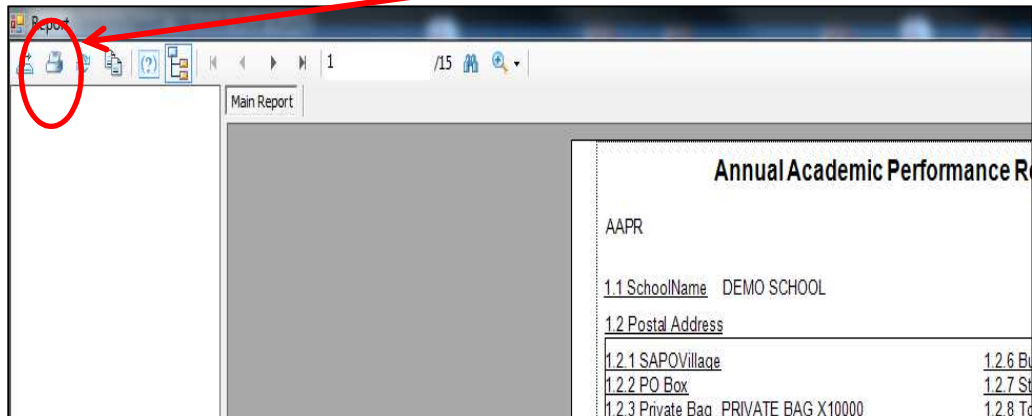
B. Physical Address

Building
 Street Address 38 Bloemfontein Street
 Town or City Bloemfontein
 Postal 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

Buttons: 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 Academic Performance 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 Academic Report must be submitted to the **Circuit Manager on 07 December 2017.**

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

Yours sincerely

ADVOCATE T.H. MALAKOANE
HEAD : EDUCATION

DATE: 6 / 11 / 2017