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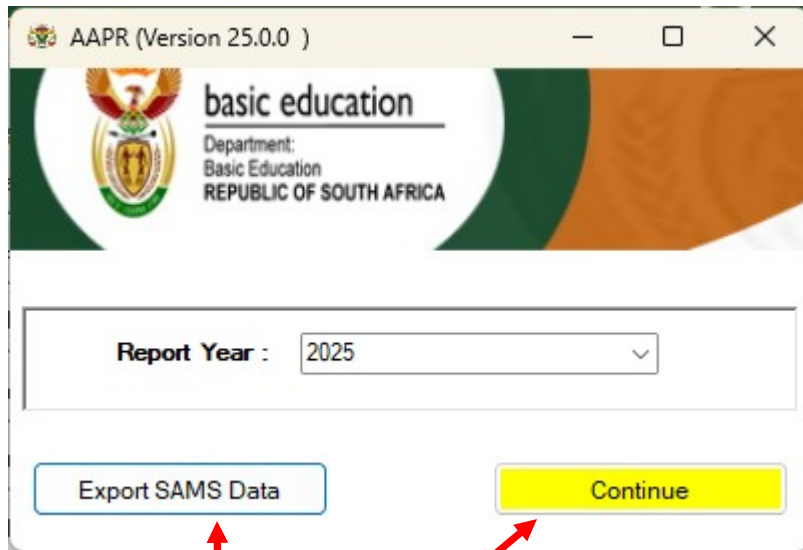
1. The purpose of the Annual Academic Performance Report (AAPR) is to have a national standard for determining the performance of schools. The AAPR has a national priority and principals of all ordinary schools (**Independent Schools excluded**) are reminded about the duty of schools to provide information 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 2025 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.

GUIDELINE ON CREATING THE ANNUAL ACADEMIC PERFORMANCE REPORT

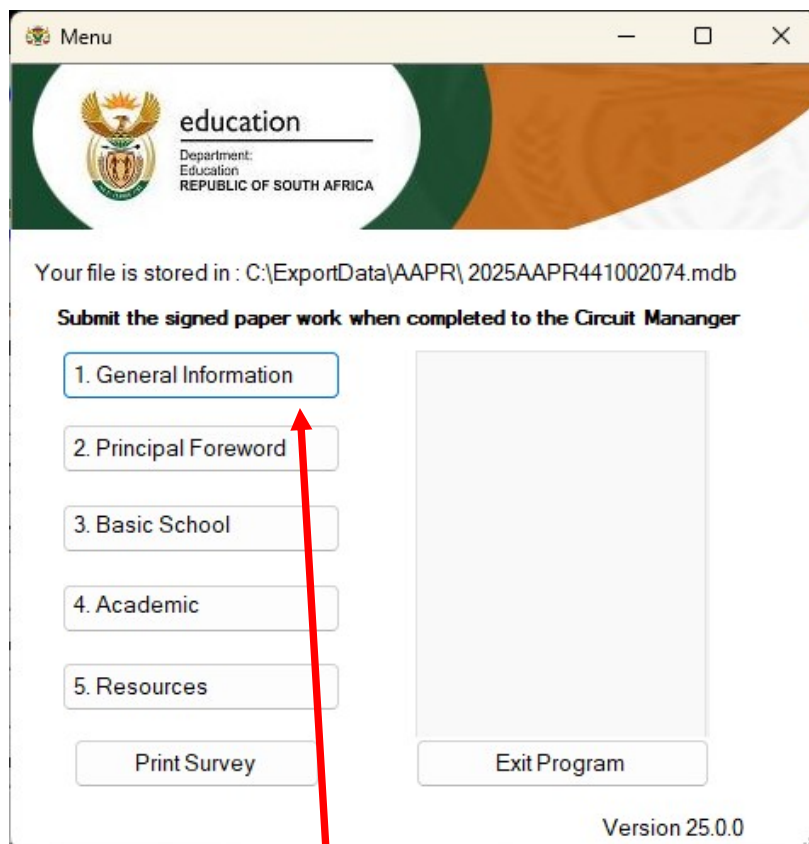
1. Open the **EMIS Portal** (<http://www.fsdoe.fs.gov.za/EMISPortal/>) website.



2. Click on **Utilities** to open the tools.
3. Click on **2025_AnnualAcademicPerformanceReport** 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:

AAPR Survey

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

School Level
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.

- Click on the **Save** button.
- 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.
- After going through the Annual Academic Performance Report , you can click on the **Close** button to return to the Menu
- 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.

spoon

Main Report

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Annual Academic Performance

AAPR DEMO SCHOOL P/S







SCHOOL NAME
DEMO SCHOOL P/S

TO BE COMPLETED BY ALL PUBLIC SCHOOLS O

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

Solutions to challenges you may get:

Afterwards install **Crystal Report v13_0_24 (32bit)** from the EMIS Portal.

Home	Utilities	SAMS Submission	LTSM Requisitions	EMIS	Circulars	SA-SAMS Help	Reports	Glob
TOOLS & UTILITIES								
 Reading Proficiency Report v15.2			2025/10/21			1 MB		
 Crystal Report v13_0_24 (32bit)			2025/05/05			94 MB		
 Reading Proficiency Guide			2025/05/08			679 KB		
 2025 Academic Performance Report			2025/11/28			2.9 MB		
 Crystal Report v13_0_24 (32bit)			2025/05/05			94 MB		
 2025 AAPR Installation Guide			2025/11/28			679 KB		

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

Yours sincerely
EMIS