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To: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
HEADS OF PROVINCIAL EXAMINATION SERVICES
PROVINCIAL EMIS HEADS
PROVINCIAL COORDINATORS: SCHOOL SAFETY, SCHOOL SPORT AND
ENRICHMENT PROGRAMMES, NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP),
SCHOOL INFRASTRUCTURE AND SCHOOL GOVERNANCE
DISTRICT DIRECTORS
DISTRICT EMIS OFFICIALS
SCHOOL PRINCIPALS

EMIS CIRCULAR 01 OF 2025

MAINTENANCE OF THE SOUTH AFRICAN SCHOOL ADMINISTRATION AND MANAGEMENT SYSTEM (SA-SAMS) APPLICATION AT SCHOOL, MANAGING ACCESS TO THE INFORMATION AND MAINTENANCE OF THE MINIMUM DATAFIELDS REQUIRED FOR EMIS REPORTING

Maintenance of data fields required for EMIS reporting

1. The education sector requires performance data for reporting and for planning to improve performance in the sector. The data is mainly sourced from national departmental supported applications such as SA-SAMS.
2. SA-SAMS is a fully integrated electronic data management application that is designed to assist schools with their data administration and with reporting to the various sections in the education sector. It is quarterly updated with new policies and regulations to comply as a valid source of school data.
3. Using a standardised system with built-in validation rules aims to improve the quality of the supplied data and to avoid duplication of reporting to the various education sections as well as to save time and resources with data transfers.
4. Schools report by submitting their updated school databases, **upgraded to the latest version**, to the Provincial Education and Management Information Systems (EMIS) section. These submissions can include, but is not limited to, collections for the 10-day SNAP, Annual School Survey, quarterly learner assessment reports, learner promotions, Gr 12 learner NSC registrations and SBA marks, staff and learner information, attendance information, relevant psychosocial and disciplinary information, School Governing Body and related committee information, as well as school management reports if required e.g. School Self Evaluation (SSE) , School Improvement Plan (SIP), AAPR, APIP, QMS and more.
5. With every submission, schools are required to verify and correct at least a standard set of data fields that are listed in Annexure A.

6. Quality assurance of the submitted data needs to be done at school as well as at district level by the policy owners to verify the completeness and validity of the data.
7. Submission of the database must be supported by a Principal's signed LURITS deployment form as well as an Errors-and-Omissions report that is generated by SA-SAMS to confirm the status of information supplied by the school.
8. District EMIS will verify and quality assures the database before submitting the updated database to the Provincial EMIS section for uploading onto LURITS.

Data security and access control (Annexure B)

9. In compliance of the Protection of Personal Information (POPI) Act, schools are instructed to manage data security on the information system e.g. SA-SAMS, considering the following:
 - a. Management of user access and rights to data that includes personal information and access of personnel to the data that they are accountable for;
 - b. Safe and secure keeping of the SA-SAMS school data base (and any parts of data containing personal and sensitive information on any device);
10. For disaster recovery purposes, make a back-up copy of the updated data base regularly, and keep it in a safe and secure environment.
11. Schools are also requested to keep a copy of the database before upgrading software and the SA-SAMS version to ensure stability of the data during upgrades of software.
12. Schools are to ensure that the database is kept on a device with updated anti-virus packages and safe from malware.
13. Schools can be requested to submit data electronically to the provinces through a secure standardised online submission process.
14. The maintenance and quality assurance of submitted data, data base back up management and access control is auditable by external auditors contracted by the Provincial Education Department and / or the Department of Basic Education,
15. For any enquiries, please contact your provincial EMIS Head.

Your support following these business processes will be valued ensuring that work load at schools are shared, reporting done in time and that data security is adhered to.

Kind Regards



MR/HM MWELI
DIRECTOR-GENERAL
DATE: 09/05/2025

Annexure A:

DATA REQUIRED TO BE CONFIRMED AND SIGNED OFF WHEN SUBMITTING THE SCHOOL'S SA-SAMS DATA BASE FOR REPORTING

- The following standardised data fields are required to be **completed, verified and/or corrected** by the schools **before submitting the database to Education Management Information Systems (EMIS)**.
- Note that provinces can extend the list for provincial reporting.

Module 1: School General Information

Sub Module 1.1	1. Verify the school name and the EMIS number against the registration forms. 2. Verify and update the following fields with the correct latest information (Page 1): • The school's address, contact details and telephone numbers. • The name of the school EMIS officer. 3. The curriculum offered and school's examination body. (Page 2) 4. The registered level of the school. (Page 3) 5. Indicate if the school is a registered Focus school and type. (Page 3) 6. The Number of Multigrade classes. 7. Verify is the school is participating in NSNP or any other feeding scheme.
Sub Module 1.2	8. Verify the type of institution e.g. Ordinary school, Special school etc. 9. The grades offered by the school. 10. Select the option "Multigrade" to create Multigrade classes 11. Special Schools need to verify and update the following fields with the correct latest information: a. The type of specialisation b. Select the stated option if the school offers a learning programme for SID (and PID) learners
Sub Module 1.5	12. Verify all the subjects that the school has offered have been selected from the given list. 13. Verify that all official subjects have 8 digits.
SM 1.7	14. Amend the dates that the school is closed during the school terms

Module 2: Human Resource

Sub Module 2.1	1. Verify that all educators are captured on SA-SAMS. Archive personnel that left the institution with correct date. 2. Teaching Staff: verify and update the following fields with the correct latest information: • Personnel position and Post level. • The SACE number of all teaching staff (Page 2) • The number years of Teaching experience • The qualification levels and subjects qualified for of the educators. • Indicate if the teacher benefitted from the Fundza Lushaka scheme • The subject Specialisations of the Educators 3. Complete the Teaching Load for all Educators. 4. Each Educator to complete own QMS.
Sub Module 2.3	5. Verify that all non-teaching staff are captured on SA-SAMS. Archive personnel that left the institution with correct date. 6. Verify and update the following fields with the correct latest information: a. Personnel position and remuneration type.

Sub Module 2.12 and 2.13	7. Ensure that the attendance registers are kept up to date. 8. Capture the correct reasons for absenteeism
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Module 5: School Governance (For Public schools)

Sub Module 5.1	1. Identify the 2 Parents / Guardians that are eligible for voting 2. Generate and print SGB Voter's role 3. Capture and Capture the names of the New SGB and committee members 4. Print and sign list of new members for submission to District
SM 5.1.3	5. Complete for the adoption of the School Policies under the new SGB

Module 12: Curriculum (marks to be captured and submitted quarterly)

Sub Module 12.1.15 & 16	1. Verify that correct subjects are assigned to all learners . Subject list contains subjects as required by CAPS, D CAPS (TO, S and P subjects), Alternative curriculum programs (O subjects) (Verified via subject lists, and number of subjects on 12.1.19) 2. Verify that subject classes with learners are assigned to all teaching educators.
Sub Module 12.3.11	3. Validate the weights of all subjects. 4. Ensure that the dates of assessments are during school terms.
Sub Module 12.3.12	5. Capture marks for all tasks. 6. Capture "-1" for tasks not administered 7. Quarterly- print and sign completed Mark Sheet by educator, subject Head and Subject Advisor
Sub Module 12.7.16.3 12.7.18	8. Verify and save results per subject for every quarter 9. Verify and save quarterly performance results 10. Quarterly- print and sign completed Quarterly Schedule/ promotion schedule by principal and District manager

Module 12: Curriculum (marks to be captured and submitted quarterly)

Sub Module 12.1.15 & 16	1. Verify that correct subjects are assigned to all learners. (Can be verified via subject lists, and number of subjects on 12.1.19) 2. Verify that subject classes with learners are assigned to all teaching educators.
Sub Module 12.3.11	3. Validate the weights of all subjects. 4. Ensure that the dates of assessments are during school terms.
Sub Module 12.3.12	5. Capture marks for all tasks. 6. Capture "-1" for tasks not administered 7. Quarterly- print and sign completed Mark Sheet by educator, subject Head and Subject Advisor

Module 17: Quality checks and sign off of data to be submitted and deployment of data base for submission.

Errors-and-omissions report	This report Indicates the data fields that are NOT captured and confirms the data fields that are wrongly captured according to a specified format and validation rule. School need correct and submit a clear report.
Principal & EMIS Officer declaration on data submitted (Menu 17)	This report confirms the status of the submitted school data e.g. confirms the number of learners per grade and the school's contact details.

Deployed data base	School to ensure that submitted data base is correctly deployed
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Annexure B: DATA SECURITY AND ACCESS CONTROL

In compliance of the Protection of Personal Information (POPI) Act, schools are instructed to manage data security on SA-SAMS, considering the following:

1. Management of user access and rights to data that includes personal information;
2. Safe and secure keeping of the SA-SAMS school data base (and any parts of data containing personal information on any device);
3. For disaster recovery purposes, make a back-up copy of the updated data base regularly and before upgrading to a new SA-SAMS version, and keep it in a safe and secure environment.

Data and System management

Management of data requires various roles and functions related to the information capturing, quality assurance and reporting as well as reference to the usage of systems.

The following roles are required with reference to using information systems in the South African Education sector:

Role	Function	Who
EMIS Officer	(Amended EMIS Policy 30 B) to coordinate and release of institutional data to all users in accordance with reporting cycle and special information request, ensuring that data adhere to standards and requirements	SMT member
Principal	(SASA 84) Accounting/Information Officer of the school	Principal
System Administrator	- Managing user access and permissions: Creating and managing system permissions and user accounts - Support: Providing technical support to employees - Performing backups and restores - Identifying system requirements: Identifying system requirements and installing upgrades - Managing software updates: Handling security patches and monitoring security - Enforcing security best practice	SMT or office admin IT Champion
Administrative duties	Capturing of information by all accountable staff	Module and function assigned to accountable staff/ educator

- Care should therefore be taken that related information can only be accessed by the relevant accountable personel and not limited to only the office admin at the school.
- Staff accountable for specific data processes and reports should be given access to these functions e.g. Administrative staff to capture and update learner registration data, attendance, maintain asset and LTSM registers, Educators to maintain the learner assessment data, classroom management data and the Deputy Principal or Disciplinary Head the Disciplinary data. HOD and Principal to verify the mark sheets. A sample list is provided as Annexure B.
- In one Teacher schools either the individual will be the administrator and assigned all access or admin personel can be allocated at district to assist. The assigned admin person should be

captured as a staff member on the data base. The Administrator appointment letter should be signed off by the circuit manager.

Module 16: User rights and access control

SA-SAMS is designed in Modules that is linked to various administration functions at school. This allows for assigning access rights for all relevant personnel to the capturing and information that they are accountable for.

- This practice ensures that the capturing load and validation is shared and not dependant by one person. It also ensures a continuation on knowledge of the system in case of leave or resignation
- It also uses the current business processes by providing information and quality assurance thereof on the correct format, saving time and recapturing on multiple formats.

Sub module 16.11 User Rights	School to verify the rights to the modules of the default users i.e. Administrator, Principal, HOD, Educator and Admin.
Sub module 16.12 Access control/ rights	To comply with the Protection of Personal Information (POPI) Act, schools are to keep a register of personnel with access to the data on the database as well as the rights to data.

The following instructions should guide a school with their access management.

- **All users should complete the access control form (16.12)** and the forms should be kept in a file and be made available during monitoring visits.
- Registered users can only be teaching and non-teaching staff members that are captured on SA-SAMS.
- The system administrator as well as the EMIS officer requires **appointment letters that must be signed off by the Principal** and kept in the EMIS file at the school.
- The Administrator will manage access to the database, information and functions in the relevant modules. This entails
 - Activating access for a user on SA-SAMS with relevant rights to selected modules.
 - Removing a user through archiving.
 - Reset in case of password challenges
 - Keep the USER FILING updated with application and archiving forms, as well as copies of the system administrator as well as the EMIS officer requires **appointment letters**
- The EMIS officer of the school (1.1) will be responsible to provide the data as requested as well as the quality thereof and should therefore be a member of the SMT.

Password Management

A user name and Password is required to gain access to SA-SAMS and was updated to address the recommendations on strengthening the password management as follows:

- All registered passwords are set to expire monthly with notification before the expiry date. Password expires on the same day of the month that you logged on the first time
- Notification is given by system before the password expires.
- The registered user password complexity is increased to be at least 8 characters including at least one character and a capped letter.
- Access registration form was included for completion by the users. These forms need to be filed and made available when requested.

- Note that when resetting Password or firsttime log in the the Username and Password will be the same. After logging in the user are then prompted to change the password (User Preference)
- Resetting of passwords is done by the Administrator of the database.

Data Security - Data base back-up management

1. To comply with National standards, schools are required to make and keep a copy of the latest version on a dedicated external devise e.g. CD or Flash drive that is kept in a safe and secure environment.
2. This process is to facilitate local recovery in case when the database becomes corrupted due to electricity interruptions, floods, fire, viruses and malware that is distributed through the internet and shared devices or in case of theft.
3. These copies should be made daily in times of capturing learner marks or weekly after the attendance and all other administration was finalised.
4. Schools are also requested to keep a copy of the database before upgrading software and the SA-SAMS version to ensure stability of the data during upgrades of software. This is part part of the rollback security requirements.