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Circular: 0001/2025
Expiry date: 31 December 2025

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Management and Governance, Heads: Curriculum Support, Circuit Managers, Principals of ordinary public schools and Chairpersons of governing bodies

Short summary: *This circular serves to remind schools to capture their textbooks issued at the end of the first school term and those retrieved during the last school term of each year as well as the need for accurate record keeping.*

Subject: Capturing the textbooks issued at the end of the first school term and those retrieved during the last school term of each year and the need to ensure accurate record keeping and reporting on textbook retention and retrieval for 2025

1. The principal and Learning and Teaching Support Material (LTSM) committee play an important role in the implementation of the school's LTSM policy and the overall management of textbooks, workbooks, literature studies and other resources at school.
2. In order to support schools with record keeping, the LTSM functionality on CEMIS was enhanced to capture textbooks issued and retrieved per learner, per grade.
3. Schools will be informed each year of the due dates when they need to capture textbooks issued and retrieved in the school planning calendar of that particular year.
- 3.1 The due date for when schools must capture textbooks issued for 2025 on CEMIS is **between 10 February and 07 March 2025**. Principals must sign off on textbook issue rates on CEMIS by **14 March 2025**. Circuit managers must sign off on issue rates, write comments and follow up on any textbook shortages with schools by **21 March 2025**.
- 3.2 Schools are reminded that districts will be monitoring textbooks issued by schools between **10 February to 14 March 2025** to verify that each learner is provided with a textbook for every subject in every grade.

- 3.3 The due date for when schools must capture the textbooks retrieved for 2025 on CEMIS is between **17 November and 05 December 2025**. Principals must sign off on textbook retrieval rates on CEMIS by **11 December 2025**. Circuit managers must sign off on textbook retrieval rates online by **19 December 2025**.
4. To access the capture screen on CEMIS, go to—
(a) the **“Administration”** tab;
(b) select **“Textbook Issued”** in the drop-down menu and complete; or
(c) select **“Textbook Retrieved”** in the drop-down menu and complete.
5. **It is the responsibility of the principal to ensure that the records captured on CEMIS are accurate and can be verified by class lists, when districts or external auditors monitor LTSM management at schools.**
6. Kindly bring the contents of this circular to the attention of all concerned.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2025-01-22