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Circular: 0003/2023
Expiry date: 31 December 2023

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: The capturing of 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 the 2022/23 financial year

1. The principal and the 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 when schools must capture textbooks issued for 2023 on CEMIS is between **13 February and 15 March 2023**. Circuit managers sign off on issue rates, write comments and follow up on any textbook shortages with schools by **24 March 2023**.
- 3.2 The due date when schools must capture textbooks retrieved for 2023 on CEMIS is between **20 November and 07 December 2023**. Circuit managers sign off textbook retrieval rates online by **19 December 2023**.

4. To access the capture screen on CEMIS, go to:
 - the **“Administration”** tab;
 - select **“Textbook Issued”** in the drop-down menu and complete; or
 - 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: 2023-01-26