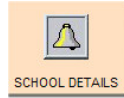


Before exporting your data to Lurits the following fields *must* be completed:

1. School Details



- Emis number
- Pay point number



- Postal address
- Street address
- Tel.no (NB. Code separately, number without blank spaces)
- Email-address

SCHOOL DETAILS : ADDRESS & CONTACT NUMBERS

POSTAL ADDRESS	POSBUS 6655
	GREENHILLS
	RANDFONTEN
	1767
STREET ADDRESS	PALM STRAAT 1
	GREENHILLS
	RANDFONTEN
	1767
TELEPHONE NUMBER	011 6924141
FAX NUMBER	011 6921000
EMAIL-ADDRESS	microscope@microscope.co.za

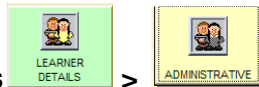


- Principal title, initials and surname
- Principal tel. No. (NB. Code separately, number without blank spaces)
- Principal cell no. (see example)

SCHOOL DETAILS : SENIOR STAFF

PRINCIPAL	MNR	PS	SWART
PRINCIPAL TELEPHONE NO	011	6924141	
PRINCIPAL CELL PHONE NO	083	6774141	
SENIOR DEPUTY 1			
SENIOR DEPUTY 2			
DEPUTY PRINCIPAL			
DHE			
SOE-NAME			
SOE-TITLE ENGLISH			
SOE-TITLE AFRIKAANS			

2. Learner details




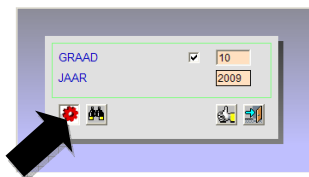
MICRO-ADMIN
 SK125_INLEES_PRG
 LEARNERS ADMINISTRATIVE
 MASEFALE BALOYI (8009)
 2009.04.28 12:38:26 PM
 2009.4.28

C:\NW_ADMIN\L1009

SURNAME: BALOYI
 FULL NAMES: MASEFALE
 NAME: MASEFALE
 PARENT/GUARDIAN : SURNAME: BALOYI
 PARENT/GUARDIAN : INITIALS / TITLE: MJ MRS
 ADMISSION NUMBER: 8009
 REFERENCE NUMBER: 8009
 ADMISSION DATE/GRADE: 2007.01.10 B
 ID-NUMBER or BIRTH DATE: 9302130215081
 GENDER: FEMALE
 POSITION IN FAMILY: 1
 IMMIGRATION DATE (YY.MM): 0000.00
 CELL PHONE NUMBER:
 POPULATION GROUP: B1
 ETHNICAL GROUP: E2
 LSOB LEERDER:

PREVIOUS SCHOOL/PROVINCE: OOSP GT
 PREFERRED LANGUAGE INSTRUCTION: E ENGLISH
 LANGUAGE OF INSTRUCTION: ENGLISH
 REGISTER CLASS: E3
 GUARDIAN TEACHER: T3
 YEARS IN GRADE: 1
 TRANSFERRED (GR.YEAR):
 IQ (VB/IN/TOT): 100 100 0
 SPORTSTEAM:
 EXAMINATION NUMBER: 9302130215081

- Surname, full names (*max.3*)
- Immigrant (year & month) (if applicable)
- ID no.
- Birth date
- Race
- Gender
- Family details: Home address + Father& Mother’s ID no.
- Previous province
- Hostel (if applicable) 
- Home language
- Language of instruction
- Preferred language
- Admission date
- Admission number
- Class
- **Subjects:**



Utilities > Subject details

Double click each **subject**, double click **Lurits subject code** and select the correct code from the list.

NB. All Lurits subject codes must be completed.

3. Staff



- ID no
- Title, names, surname
- Persal no
- SACE no
- Gender
- Race
- Birth date
- Home language
- Disability (*Blank if none*)
- Type of appointment (*permanent / temporary*)
- Type of appointment (*ED / Governing body*)
- Tel no. at work
- Cell no.
- Date of appointment at school
- Years of experience
- Subjects taught (*select the correct code from the list*) >
- Years experience in teaching the subjects

To export the data go to **School details**

