LETTER CIRCULAR

Information: ✓  Action Required: ✓

Ref: HR/137/2013

From: Director, Human Resources (MEDE)

To: Directors, College Principals and Heads of School/Section (State Only)

Subject: Inputting Options in e1

Date: 8th November 2013

Now that all Secondary Schools have migrated to e1, it is important that all data is up-to-date. This includes the student options data. All Secondary Schools should have the options data of S1 students already inputted as this has been inputted during the P6 option exercise in April. Furthermore, options 1 and 2 of S3 students should also be already in e1 as these have been inputted during the S2 option exercise in April.

To have the complete options data, Secondary Schools are kindly requested to input the options data of S2, S4 and S5 together with the S1 Language Option of the current S3 students. This data should be entered by not later than Friday, 29th November 2013.

The attached instructions explain how the data entry can be done in e1 in case of difficulty in data entry, schools can contact SIS on 21225151 ext 2.

This data entry is a one-time exercise as for the following scholastic year the options data of future S1 students will be already inputted by the Primary Schools. Secondary Schools will only need to enter the new options 1 and 2 of the students progressing to S3.

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