education
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

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CIRCULAR NUMBER: 50 OF 2026

TO : DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS: FET
CHIEF EDUCATION SPECIALISTS: CIRCUIT COORDINATION
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
PROVINCIAL TEACHER ORGANIZATIONS
PROVINCIAL SCHOOL GOVERNING BODIES

SUBJECT : RETRIEVAL OF GRADE 12 ICT LEARNER DEVICES

The following protocol is to be followed for the retrieval of Grade 12 ICT learner devices in the 2026 academic year.

1. Schools are expected to retrieve **all Grade 12 ICT learner devices** (tablets) with their accessories (charger, protective cover, and microSD card) provided to Grade 12 learners in 2026 and previous years.
2. From 02 November 2026, School Support Agents (SSAs) are to distribute the pre-populated Year-End Retrieval Forms, based on the 2026 Academic Year distribution records, to the respective schools. During the retrieval process, learners are to sign against their respective names to acknowledge the return of their devices. Schools are to complete the relevant sections and sign the forms to confirm the retrieval of devices.
3. Schools are required to make sure that learners return the tablets in the box that was provided with the tablet, and schools need to package the tablets in a box labelled with the school's name and EMIS number.
4. Schools are expected to deliver the retrieved Grade 12 devices to the departmental warehouse closest to their school.
5. Arrangements need to be made with the warehouse officials as indicated below:

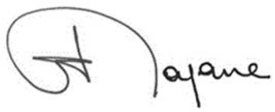
Warehouse	Responsible officials	Contact Number	Address
Middelburg warehouse	Muzi Letswele	060 745 0228	2F Walter Sisulu Drive, Middelburg
Mbombela warehouse	Hleziphi Shongwe	071 195 5871	6 White Water Street, Riverside Industrial Park, Mbombela

6. Schools are encouraged to deliver the Grade 12 devices to the warehouse from **9 November 2026**. The final date to deliver the devices to the warehouse is **11 December 2026**.
7. The Retrieval Assessment document is available on the Mpumalanga eCloud at https://sasoldbeedustream.co.za/course/view.php?id=181 to enable ICT coordinators to record and sign off on the retrieval of devices.
8. Schools are urged to ensure **100% retrieval** of Grade 12 ICT learner devices. The schools' retrieval rate will inform the redistribution priority in 2027.

DEVICES NOT TO BE RETRIEVED

9. Grade 10 ICT learner devices, and devices issued to learners in any other grade, are NOT to be retrieved and must remain with the learners.
10. Teacher laptops are school property and must NOT be returned to the warehouse. Teachers are still expected to keep the laptops provided to them. However, schools are reminded to retrieve laptops from teachers who are no longer teaching Grade 12 or have left the school, and give the laptops to teachers teaching Grade 12 in the next academic year, 2027.

Kind Regards



MRS. L.H. MOYANE

HEAD OF DEPARTMENT: EDUCATION [H/O]

DATE: 23-10-2026