



## education

Department:  
Education  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA

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### OFFICE OF THE SUPERINTENDENT-GENERAL

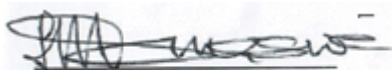
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To: Deputy Directors-General  
Chief Director: District Coordination and Management  
District Directors  
Circuit Coordinators  
Circuit Managers  
School Principals  
Chairpersons of School Governing Bodies

#### DEPARTMENTAL CIRCULAR 39 OF 2022 - PROHIBITION OF WITHHOLDING SCHOOL REPORT CARDS

1. The above subject refers.
2. The Offices of the Member of Executive Council and Superintendent-General are individually, inundated with complaints regarding schools which still withhold report cards from learners and/or parents until the latter have settled outstanding fees, debt or returned missing textbooks, tablet or any other item belonging to a school.
3. The above practice is outlawed.
4. In terms of Section 25 (12 and 13, respectively) of the *National Protocol on Assessment 2011*, a learner's "Parents or guardians have the right of access to report cards of their children", and "Schools may not withhold report cards from learners for any reason whatsoever".
5. The above regulation applies to both public and independent schools from Grades R – 12.
6. It does not, however, prevent a school from using other means, such as legal action, to, for instance, obtain fees that may be overdue in terms of the contract between the school and a parent.
7. Disciplinary action may be taken against any school principal, school or their delegate found to be withholding a school report card or matric statement of results and/or certificate from a learner and/or their parents/guardians for any reason whatsoever.

Yours sincerely,

  
MRS SM SEMASWE  
SUPERINTENDENT GENERAL

**DATE:** 15 December 2022

**Cc:** Mrs NV Motsumi – Member of Executive Council: Education

