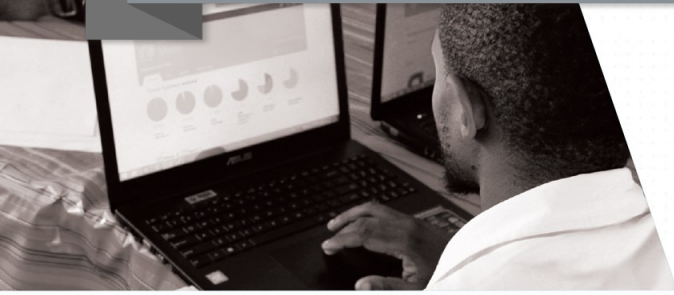


# How to resubmit a database



In order to resubmit your end of term database you will require written authorisation.

1. Ask your Circuit Manager to authorise a stamped re-submission letter (template provided below).

2. Specify the term you want to resubmit

3. State the reason for resubmission

4. Please resubmit your final term database using Valistractor and then send the authorisation letter to [help@dbedashboard.co.za](mailto:help@dbedashboard.co.za)

[Click here to download the resubmission request template](#)

For more information contact the DDD Helpdesk at:  
[help@dbedashboard.co.za](mailto:help@dbedashboard.co.za)



data  
driven  
districts

