

School Transport Section
Department of Education & Skills
Portlaoise Rd.
Clonminch
Tullamore
Co. Offaly
R35 Y2NS
05793-25466/7

Statement of Attendance Form for School Year 20 __/20 __

To be completed by the Parent/Guardian at the end of each school term/year.

(Please note that an application for school transport must precede a request for grant assistance).

Name of Pupil: _____

Address: _____

Full name and address of parent/guardian who provided transport and to whom payment should be made:

Supplier No. (if known): _____

To be completed by School Principal.

Primary **Post Primary** **Special School** **Special Class** (please tick).

School Name & Address: _____

Roll No: _____

Attendance record of pupil during above school year

<i>Period.</i>	<i>No. of days school open.</i>	<i>No. of days pupil attended.</i>

I confirm that the above information is correct and in accordance with our school records.

Signed: _____ **Principal**

Date: _____

Please return completed form to the above address.



The Department of Education and Skills, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The Department requires the above personal data in order to allocate funding towards the cost of organising private transport arrangements. The privacy notice outlining further information in relation to this form can be found at www.education.ie. Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the following address upon request: Data Protection Officer, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath N37 X659.