

Principal/Board of Management.

Submitting Statement of Attendance Form during the current Covid-19 Period of Restrictions

Dear Principal,

In light of the evolving situation with COVID-19, and in order to ensure receipt of Statement of Attendance Forms for Special Transport Grants for families who have been sanctioned grant under the terms of the School Transport Scheme for Children with Special Educational Needs and that grant payments will continue to be processed during this time of restrictions; the Department is putting in place a workaround for this process.

We are requesting schools to complete a Statement of Attendance Form in electronic format on behalf of parents/guardians who have been sanctioned a Special Transport Grant (STG). There will be no need, as in previous years, to complete individual Statement of Attendance Forms for the children in question.

The completed form may be returned by email to stgtransport@education.gov.ie.

- 1. Complete the “[STG Statement of Attendance Form](#)” which is also available from the Department’s website.**
- 2. Complete the attendance form for any children in your school who avail of the Special Transport Grant.**

You may fill in each child’s name and address, their parents name and the number of days each child has attended from **27th August 2019 – 12th March 2020**.
Any parent who has already been paid for part of this year will be taken into account on our system.
Please ensure that the address shown is the correct address for the family.
- 3. Email the completed copy of the STG Statement of Attendance Form to Dedicated Email Address.**

The Completed STG Statement of Attendance Form should be emailed to School Transport Section’s dedicated email address stgtransport@education.gov.ie on or before Friday 17th July.

If you have any queries in regard to this process please email stgtransport@education.gov.ie.

School Transport Section, Department of Education and Skills
10th June 2020