

INTER-SCHOOL TRANSFER

The Inter-School Transfer process is to be used when a pupil moves from your national school to another national school.

Go to the POD landing page from the Esinet portal and use the Pupil/Search option to bring up the pupil in question.

Click on the Enrolment Details tab and tick the box beside **Is the Pupil Leaving?**

Forename	John	Surname	Doe	Pupil ID	5410
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Personal	Enrolment	Notes	History	Change Enrolment Type
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Enrolment Details

Academic Year	2013/2014		
Enrolment Date*	08/09/2014	Pupil Type	Mainstream
Standard*	Junior Infants	Pupil Source	Childcare Setting/Pre-Pri...
Teacher/Class Name	Junior Infants 1		
Is the pupil leaving ?	<input checked="" type="checkbox"/>		

Learning Support

Is the pupil in receipt of low incidence support through NCSE?	<input type="text"/>
Is pupil receiving support under the General Allocation Model ?	<input type="text"/>

Pupil Leaving Details

Leaving Date	24/11/2014
Leaving Destination	Another National Scho...
County	Dublin
Destination School Roll No	Dummy School Two - 00051Q (Corner School)

This will bring up Pupil Leaving Details. Enter the leaving date of the pupil and click the down arrow beside **Leaving Destination** to see a range of options. Choose the correct option from the Leaving Destination menu.

Enter the COUNTY of the pupil's new school. This will bring up the schools in that county only, allowing you to scroll through them and select the correct school; or, if you know the Roll Number of the new school, enter the Roll Number.

Click Save. This pupil has now been marked as a leaver.

Now the second school will have to record the new pupil who has transferred to their school.

An Attention Notice about a pupil awaiting transfer will appear on the new school's landing page when they next log into POD. The new school should follow these instructions.

Welcome to the Primary Online Database Landing Page

Welcome to the POD Landing Page.

The POD application supports the exchange of primary pupil data between the school and the Department of Education & Skills. The POD application will provide support for maintaining pupil and new entrant data, automated interface for existing school software to synchronise, and support for the National School Annual Census returns process.

WARNING : PPSN conflict(s) exist! Please consult PPSN Conflict Report [here...](#)

ATTENTION : There are Pupil(s) awaiting transfer into School. Please click [here...](#)

Click on "here" and you will bring up the new pupil's details, including the Roll Number of the school he or she came from. Tick the box beside his or her Pupil ID and then click on Import Pupil. The pupil is now enrolled in the second school.

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Interschool Transfers

School Roll No 00051Q, FINANCIAL SECTION

Interschool Transfers Pupil(s)

One item found.

<input type="checkbox"/>	Pupil Id	Forename	Surname	Source Roll No	Year	Standard
<input type="checkbox"/>	8799	Tom	Kelly	000500	2013	Junior Infants

One item found.

[▶ Import Pupil\(s\)](#)

Please note that under Section 20 of the Education and Welfare Act, the second school must notify the first school, *in writing*, that it has now accepted one of their pupils. POD does not negate the need for this notification in writing. A future iteration of POD will generate a letter which schools may use if they wish.