

## **POD Pupil Validation- Guidelines on Official Names**

The name to be used for validation purposes is the pupil's official name- i.e. the name that identifies them for legal, administrative and other official purposes. An official name can generally be found on official state documentation, such as a birth certificate or a public services card.

Below are some guidelines on how official name should be recorded on POD for verification purposes.

**Do**: Check the spelling carefully

**Do**: Use apostrophes in surnames where necessary e.g. use O'Grady rather than OGrady or O Grady

**Don't**: use hyphens in either forenames or surname e.g. Mary-Jane Murphy-Kelly should be written as Mary Jane Murphy Kelly

**Don't**: put in the pupil's middle name(s). Only the forename and surname are needed.

**Don't**: use the Irish version of the pupil's name, unless the Irish version is what is used on official documentation.

Please note that the name put in during the verification process will not overwrite the name currently recorded on POD. For example if a pupil is known as Séamus Ó Murchú in your school, but his official name for validation purposes is James Murphy, his name will still be recorded as Séamus Ó Murchú after verification.