

Reminder of Procedure for Recording of Irish Exemptions at Post Primary/Secondary School level

The Principal of all Post Primary/Secondary Schools

September 2013

Dear Principal,

Where exemption from the study of Irish is granted by a school under the terms of Department circular M10/94, there is no longer a requirement for a school to submit a copy of the Certificate of Exemption **where such information has already been returned to the Department previously, OR will be submitted to the Department (i.e. Database Section) via the October Returns for the current school year concerned.**

Before the submission of the October Returns, schools should enter exemptions from the study of Irish, granted in accordance with the terms of the Circular M10/94 (or where such pupils have already been granted an official Exemption from Irish at Primary level), **on the student's record on the school's student administration system (facility/dataset). This information will then be submitted electronically to the Department via the school's October Returns files.**

Where an exemption from Irish is granted following the submission of the October Returns, **only** then should a copy of the Irish Exemption Certificate be sent to the Department to update the pupil's record on the Departments database. A copy of the Irish Exemption Certificate and supporting documentation must be retained by the school and must be available for inspection by authorised officers of the Department.

To access the full Irish Exemption Circular M10/94 visit www.education.ie and enter "M10/94" into the search facility at the top of the homepage.

If there are any queries, please contact the undersigned at (01) 873 4700 ext. 3870 /4022/3906 or 3990 or directly on 09064 – 83870/4022/3906 or 3990.

Schools Division – Post Primary Pupils Database Section
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