



OCTOBER RETURNS 2016/2017 CHECKLIST

Before you generate and submit your 2016/2017 October Returns from P-POD, please check the following;

If you only have PLC students you may wish to skip to the end of this checklist to October Returns for PLC students

Students

1. All new entrants for 2016/17 have been entered on P-POD
2. The Department no longer requires PLC students to be recorded on P-POD Should a school wish to record PLCs on P-POD they can however they will NOT be included in the October Return generated from P-POD.
3. If the school is offering new Junior Cycle short courses to your Junior Cycle pupils that these short courses have been set up on the "School Short Course List". Please see separate document titled "New junior Cycle Short Course User Guide" for complete instruction as how schools are to record short course details for both the school and their pupils, if applicable.
4. All students transferring into the school from other post-primary schools have been picked up via the **Inter-school Transfer** facility from the PPOD landing page.
5. All leavers (excludes those who completed the Leaving Certificate) from the school have been recorded on P-POD
6. The Progression process on P-POD has been completed and the current academic year is **2016/17**.
7. New enrolment records for the school year have been recorded for former students returning to the school as Repeat Leaving.
8. Applications to the school for this school year which were recorded on P-POD but who will not now be enrolling in the school **have been deleted**
9. The enrolment date for new entrants who will not be joining the schools until after the 30th September has been reset to a later date
10. PPSNs for all students have been recorded on P-POD (excludes students from outside the Republic of Ireland who have not been allocated a PPSN by Dept of Social Protection)
11. All students who are boarders have been recorded on P-POD
12. All students who are short-term placements for this year have been recorded as such on P-POD
13. All students who have provided their Ethnic and Cultural background, including those identified as Irish Traveller, have been recorded on P-POD where a written consent form from the student's parent/guardian has been received

14. All first year students in a medical card household have been recorded on P-POD where a written consent form from student's parent/guardian has been received

Programmes, subjects and short courses

15. All students repeating a year have been recorded on P-POD
16. All Leaving Certificate Vocational Programme (LCVP) students have been recorded on P-POD as LCVP Programme AND the mandatory link modules have been entered for these
17. All Leaving Certificate Applied (LCA) have been recorded on P-POD as LCA Programme
18. All mandatory subjects for pupils have been entered
19. All subjects being taken by students have been updated to reflect the subjects they are taking as at 30th September
- 20. The subjects and levels of all students who are taking the Junior or Leaving Certificate exams this year are accurate and up-to-date as at the 30th September**
21. All short course being taken by Junior Cycle students have been recorded for those students
22. At Junior Cycle students taking SHPE, CSPE and PE have been correctly recorded as taking the subject OR the separate short course
23. All students who currently have an exemption from studying Irish or who are being granted an exemption from Irish have been recorded on P-POD

School

24. The e-mail and contact details for the Principal, Chairperson of the Board and contact person for this year's October Returns have been updated on P-POD
25. The Textbook Rental Scheme including where no scheme is being operated has been recorded on P-POD

October Returns for Junior Cycle/JCSP, Transition year and Leaving Certificate programmes

26. The validation/rules report used to validate the student data entered on P-POD has been generated
27. All errors to do with student data on P-POD as reported have been rectified
28. All cases which require written explanations as to why the *Rules and Programme* and associated circulars (e.g. SEN student on exceptional grounds not progressing, student seeking to repeat for a second or more time) cannot be fully complied with have been prepared for inclusion with the paper copy of the Cert of Management
29. The number of enrolments in each programme and year as at 30th September as reported by P-POD match the numbers as known to the school
30. October Returns must be submitted to the Department by 7th October
31. Certificate of Management/OL 20 have been printed off from P-POD and signed by the school management/principal
32. Where the school has boarders the section on the Cert of management on boarding fees has been completed
33. Where the school has NIL students identified as Irish traveller under Ethnic and Cultural background and/or NIL first year students from medical card households the section on the Cert of management is completed

34. Where the school is an ETB school, the Cert of Management/OL 20 has been forwarded to the Chief Executive of the ETB for their signature.
35. For all non-ETB the Cert of Management/OL 20 together with any correspondence on cases where the school is applying for students to be exempted from the *Rules and Programme* on specified grounds are posted together to the Department of Education and Skills, P-POD Database Section, Athlone, Co. Westmeath

October Returns for PLC Students only

1. An extract file of PLC student recorded on the school's local system should be produced and loaded in batch to the PLSS system as per the guidance and information available from the PLSS team and PLSS liaison person.
2. Follow the guidance provided by the PLSS team regarding the generation of the PLC October Return
3. The number of enrolments in each PLC course year as at 30th September as reported by PLSS match the numbers as known to the school
4. PLC October Returns must be submitted to the Department by 7th October
5. Certificate of Management/OL 20 have been printed off from PLSS and signed by the school management/principal
6. Where the school is an ETB school, the PLC Cert of Management/OL 20 has been forwarded to the Chief Executive of the ETB for their signature.
7. For all non-ETB the PLC Cert of Management/OL 20 together with any correspondence on exceptional cases

PLEASE BRING THIS TO THE ATTENTION OF ALL STAFF MEMBERS INVOLVED IN THE PREPARATION OF THE OCTOBER RETURNS