

Appendix 2 – Logos and Signatures

JUNIOR CYCLE PROFILE OF ACHIEVEMENT (JCPA)

Guidelines for inclusion of the School Logo and/or Signatures on the JCPA award

The following 2 images may be pre-populated on the JCPA award, should the school/centre for Education wish to do so:

School/Centre Crest/Logo: This image appears in two separate areas on the JCPA award.

- a. The cover page (large image)
- b. Results page (small image – appears at the bottom of the JCPA results page)

Signature of Principal/Year Head (appears at the bottom of JCPA results page)

In order for the above to be automatically pre-populated upon the generation of the JCPA the school/centre for Education should forward the above to the Department of Education and Skills. Details on how to send the images to the Department are as follows:

School/Centre Crest or Logo

- 1) School/Centre for Education crest or logo should not contain any additional text beyond the central logo.
- 2) Sample crest shown (shown opposite; size 5.4 cm x 5.7 cm) is the **actual** size which will be printed on the JCPA cover page. Please ensure that your crest is of sufficient quality/resolution to render clearly at this size.
- 3) Larger images will be accepted by the Department and will be resized to render clearly at the appropriate size.
- 4) Images will be accepted as any image file (.jpg/.tiff etc)
- 5) Where an image is sent to the Department with additional text (school name under, over or around the main image) then this will be removed by the Department.
- 6) Please save the image as “YourSchoolCentreNumber”_Crest. (e.g. for school roll number 12345X the image should be named 12345X_Crest.jpg OR 12345X_Crest.tiff).



Signatures

- 1) Where a school/centre for Education chooses, the Principal and/or Year head signature can be included on the JCPAs which will be generated by the system.
- 2) In order to include the image then please:-
 - a. Complete the details as contained in the form below.
 - b. Scan the completed page and save the file as "YourSchoolRollNumber"_signature. (e.g. for school roll number 12345X the file should be named 12345X_signature.jpg OR 12345X_signatures.pdf).

Please forward both (i) Crest/Logo Image and (ii) Signature Image to JCPA@education.gov.ie in one single email as soon as possible before commencing the download process for your school

Any queries on this should be addressed to JCPA@education.gov.ie.

Signatures for inclusion in the JCPA

	Name (block capitals)	Signature (please ensure signature fits within the container)
Signature		
<input type="checkbox"/> Principal		
<input type="checkbox"/> Year Head		