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**An Roinn Oideachais  
agus Scileanna**  
Department of  
Education and Skills

**PPOD Rules Report**

**Directory of Errors and Warnings**  
**and how to resolve them**

**A Guide for PPOD users**

The Rules Report on PPOD is produced by clicking on the 'Generate Rules Report' button. This causes the system to examine each pupil's record on PPOD to check for mistakes, duplications, correct number of subjects etc. These are shown as breaking one or more of a set of pre-defined rules in the Rules Report.

This guide has been created to a) make it easier for the PPOD user to understand the rules which have been broken and b) show the user how to fix broken rules.

There are two types of rule-breaks listed – errors and warnings.

**Errors** are 'fatal', i.e. you will not be able to produce your October Return when there is an error present. Errors are shown with an 'E' on the end of the rule number (e.g. 55E).

**Warnings** are 'non-fatal' – it is possible to produce and submit your October Return while warnings are present but you should try to clear all warnings before you do so. A written explanation will be required for any warnings you are unable to clear. In the absence of same, the October Return will be returned to you for completion. Warnings are shown with a 'W' on the end of the rule number (e.g. 318W).

Where an error or warning is shown you must fix the cause by correcting the record(s) involved and then regenerating the Rules Report (visit <https://www.education.ie/en/Schools-Colleges/Services/Returns/Post-Primary-Online-Database-P-POD-Project/ppod-guide-11-ppod-rules-report.pdf> for details).

Most fixes can be performed using the Batch Update facility (visit <https://www.education.ie/en/Schools-Colleges/Services/Returns/Post-Primary-Online-Database-P-POD-Project/ppod-guide-6-pupil-batch-update.pdf> for details).

Following is a directory of all active rules listed in numerical order. For each rule you will see:

- a) the name of the rule as shown on the Rules Report;
- b) the category it belongs to (error or warning);
- c) the meaning of the rule; and
- d) how to resolve it (under the 'Rules' tab on your screen unless otherwise specified).

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### **ADDING SUBJECTS AND SHORT COURSES:**

If you need to add a **subject** to a pupil's subject list but it is not available to add, that means it is missing from the School Subject List. Go to 'School Subject Lists' (see below), select the relevant programme tab and add the subject. It will then be available to add to pupils' subject lists.

If you need to add a **short course** to a pupil's short course list but it is not available to add, that means it is missing from the School Short Course List. Go to 'School Short Course List' (see below), select the relevant programme tab and add the short course. It will then be available to add to pupils' short course lists. Information on adding short courses is available here: <https://www.education.ie/en/Schools-Colleges/Services/Returns/Post-Primary-Online-Database-P-POD-Project/ppod-guide-8-short-courses.pdf>.

The screenshot shows the PPOD web application interface. The top navigation bar includes 'Home | About Us | Contact Us | Help | Logout'. The main heading is 'Welcome to the Post Primary Online Data Landing Page'. Below this, there is a message: 'Welcome to the PPOD Landing Page. The PPOD application supports the exchange of post primary pupil data between the school and the Department of Education, automated interface for existing school software to synchronise, and support for the October returns process.' The left sidebar contains a 'Your Options' menu with categories: 'Online Submissions - Post Primary Online Data', 'PPOD' (with sub-item 'Landing Page'), 'School' (with sub-items 'Update School Details', 'School Subject Lists', 'School Short Course List', and 'School Reports'), and 'Pupil' (with sub-item 'Add New Entries'). The 'School Subject Lists' and 'School Short Course List' items are highlighted with a red box.

RULE ID AND NAME	CATEGORY	WHAT IT MEANS	HOW TO RESOLVE IT
<b>2W</b> MIXED OR BOARDING SCHOOL – BOARD FEE 5 DAY < 1000 AND 5 DAY BOARDERS IN SCHOOL	Warning	The Boarding Fee for 5-day boarders shown on PPOD is incorrect.	Go to 'Update School Details', select the 'Miscellaneous' tab, and on panel 1 insert the correct boarding fee and save.
<b>12W</b> LCA YR 1 NO LCA LOCATION	Warning	The 'Location pre-LCA' field has not been completed for an LCA pupil.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the relevant option from the dropdown menu for 'Location pre-LCA'. Save the change.
<b>22W</b> PUPIL GENDER DIFFERS FROM SCHOOL GENDER	Warning	A pupil has been listed as a girl in an all-boys school or vice versa.	If the pupil's gender is listed incorrectly, go to the pupil's record and under the 'Personal' tab select the correct gender and save. If the School Gender has changed (e.g. from all-boys or all-girls to mixed) you should notify Database Section immediately.
<b>23W</b> CHECK AGE WITHIN PERMITTED LIMITS Same as Rule 231	Warning	The pupil's date of birth on PPOD indicates that they are too young to be studying in the programme year shown for them on PPOD.	Check the pupil's date of birth and amend it on their PPOD record (under the 'Personal' tab) if necessary and save. If the date of birth on PPOD is correct, no action is required.
<b>31W</b> LCA YR 1 NO EDUC ATTAINMENT	Warning	The 'Education Attainment' field has not been completed for an LCA pupil.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the relevant option from the dropdown menu for 'Education Attainment'. Save the change.
<b>39W</b> BOARDING SCHOOL – PUPILS MUST HAVE BOARDER INDICATORS	Warning	A boarding pupil has not had his/her 'Boarder Indicator' ticked on PPOD.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', tick the 'Boarder Indicator' box and select the relevant option from the dropdown menu for 'Boarder Days'. Save the change.
<b>42W</b> CHECK MIN SUBJECTS TAKEN (6)	Warning	A Leaving Certificate pupil has fewer than six examinable subjects in his/her subject list.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add missing subject(s) until there are at least six subjects in the list.
RULE ID AND NAME	CATEGORY	WHAT IT MEANS	HOW TO RESOLVE IT

<b>43E</b> LCA YR 1 COMMUNICATIVE IRISH RESTRICTION CIRCA MEL	Error	A pupil in LCA1 studying Communicative Irish (code 66) may only study <u>one</u> of the following Modern European Languages (MELs): French (10), German (11), Spanish (12) or Italian (13).	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Delete Modern European Language(s) until only one is listed.
<b>52W</b> CHECK REPEAT EXEMPTION REASON PROVIDED	Warning	A pupil is showing as repeating 6 <sup>th</sup> year (having NOT sat the exams last year) but no details of the pupil's repeat exemption are on PPOD.	If the pupil is repeating 6 <sup>th</sup> year (having not sat exams last year) you must go to the 'Exemptions' screen on their record and input details of the repeat year exemption that the school has awarded the pupil. <b>OR</b> If the pupil is repeating the Leaving Certificate exams then you must change the pupil's programme to 'Repeat Leaving Certificate' and the programme year to '1'.
<b>54W</b> CHECK INCORRECT EXAM ENTRANT IND	Warning	Either <b>a)</b> an exam candidate does not have their 'Exam Entrant' box ticked, or <b>b)</b> a non-exam candidate has their 'Exam Entrant' box ticked. The box should be ticked for pupils in JC3, JCSP3, LCA1, LC2, LCA2 & LCVP2.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', then either <b>a)</b> tick the 'Exam Ind' box or <b>b)</b> untick the 'Exam Ind' box. Save the change.
<b>55E</b> CHECK MIN ONE SUBJECTS TAKEN	Error	The pupil has no subjects on their subject list.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add the missing subject(s).
<b>57W</b> LCA YR1 VALIDATE SHORT COURSES	Warning	A pupil in LCA1 must take <u>at least one</u> of the following LCA short courses: 824 - Leisure & Recreation inc. Physical Education or 825 - Intro to Information & Communication Technology.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add the missing subject(s).
<b>59E</b> LCA VALIDATE MODERN EUROPEAN LANGUAGES	Error	A pupil in LCA2 must take a minimum of 1 and a maximum of 2 of the following subjects between Year 1 and Year 2: French (10), German (11), Spanish (12), Italian (13).	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add the missing subject(s), or delete some if too many are listed.
<b>RULE ID AND NAME</b>	<b>CATEGORY</b>	<b>WHAT IT MEANS</b>	<b>HOW TO RESOLVE IT</b>
<b>60W</b> LCA YR 2 CHECK IRISH EXEMPTION	Warning	LCA2 pupils must study Communicative Irish (code 66) <u>or</u> have an Irish Exemption.	Input subject code 66 Communicative Irish on the pupil's subject list <b>OR</b> input an Irish Exemption, if one has been awarded by the school.

<b>61E</b> LCA YR1YR2 VALIDATE ARTS	Error	Pupils in LCA must take <u>at least one but not more than two</u> of the following subjects between years 1 & 2: 820 - Arts Dance 821 - Arts Drama 822 - Arts Visual 823 - Arts Music	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add the missing subject(s).
<b>62W</b> LCA YR1YR2 VALIDATE SPECIALISMS	Warning	An LCA pupil must study <u>exactly two</u> specialisms over the two years of the LCA programme (i.e. two from subject codes 832, 833, 835, 836, 839, 845, 846, 847, 848, 849 and 850).	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', click on the 'Subject tab' and add the relevant specialism subject codes onto the pupil's subject list, or delete if too many are listed.
<b>63W</b> LCA YR1YR2 VALIDATE SHORT COURSES	Warning	A pupil in LCA must take <u>at least one</u> of the following LCA short courses: 824 - Leisure & Recreation inc. Physical Education or 825 - Intro to Information & Communication Technology.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add the missing subject(s).
<b>141E</b> INVALID SUBJECT COMBI HISTORY & HISTORY EARLY MODERN	Error	Pupils may not study History and History Early Modern together.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the radio button for the subject you wish to delete and hit 'Delete'.
<b>142E</b> INVALID SUBJECT COMBI GEOGRAPHY & ENVIRONMENTAL SOCIAL STUDIES	Error	Pupils may not study Geography and Environmental Social Studies together.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the radio button for the subject you wish to delete and hit 'Delete'.
<b>143E</b> INVALID SUBJECT COMBI HISTORY & ENVIRONMENTAL SOCIAL STUDIES	Error	Pupils may not study History and Environmental Social Studies together.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the radio button for the subject you wish to delete and hit 'Delete'.
<b>144E</b> INVALID SUBJECT COMBI IRISH & COMMUNICATIVE IRISH	Error	Pupils may not study Irish and Communicative Irish together.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the radio button for the subject you wish to delete and hit 'Delete'.
<b>RULE ID AND NAME</b>	<b>CATEGORY</b>	<b>WHAT IT MEANS</b>	<b>HOW TO RESOLVE IT</b>
<b>145E</b> INVALID SUBJECT COMBI ART DESIGN & ART CRAFTWORK	Error	Pupils may not study Art Design and Art Craftwork together.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the radio button for the subject you wish to delete and hit 'Delete'.
<b>198W</b> NO JCSP PUPILS	Warning	You have no Junior Cycle Schools Programme pupils on your October Return.	If you have no Junior Cycle Schools Programme (JCSP) pupils, no action is necessary. If you have, you will need to

			amend the programme for the pupils who should be listed in JCSP.
<b>199W</b> NO LCA PUPILS	Warning	You have no Leaving Certificate Applied pupils on your October Return.	If you have no Leaving Certificate Applied (LCA) pupils, no action is necessary. If you have, you will need to amend the programme for the pupils who should be listed in LCA.
<b>200W</b> NO JC PUPILS	Warning	You have no Junior Cycle pupils on your October Return.	If you have no Junior Cycle (JC) pupils, no action is necessary. If you have, you will need to amend the programme for the pupils who should be listed in JC.
<b>201W</b> NO TY PUPILS	Warning	You have no Transition Year pupils on your October Return.	If you have no Transition Year (TY) pupils, no action is necessary. If you have, you will need to amend the programme (and possibly the programme year) for the pupils who should be listed in TY.
<b>203W</b> NO LCVP PUPILS	Warning	You have no LCVP pupils on your October Return.	If you have no Leaving Certificate Vocational Programme (LCVP) pupils, no action is necessary. If you have, you will need to amend the programme (and possibly the programme year) for the pupils who should be listed in LCVP.
<b>204W</b> NO LC PUPILS	Warning	You have no mainstream LC pupils on your October Return.	If you have no mainstream Leaving Certificate (LC) pupils, no action is necessary. If you have, you will need to amend the programme for the pupils who should be listed in LC.
<b>205W</b> NO RLC PUPILS	Warning	You have no Repeat Leaving Certificate pupils on your October Return (i.e. pupils who are repeating the Leaving Certificate exams).	If you have no Repeat Leaving Certificate (RLC) pupils, no action is necessary. If you have, you will need to amend the programme (and possibly the programme year) for the pupils who should be listed in RLC.
<b>221W</b> PRE CHECK RECOGNITION - JCSP CHECK	Warning	All JCSP pupils must study the mandatory subjects English (code 2) and Mathematics (code 3).	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add the missing subject(s).
<b>RULE ID AND NAME</b>	<b>CATEGORY</b>	<b>WHAT IT MEANS</b>	<b>HOW TO RESOLVE IT</b>
<b>222W</b> PRE CHECK RECOGNITION JC- INCORRECT NUMBER OF APPROVED SUBJECTS	Warning	A pupil who is studying the Junior Cycle programme must conform to one of the following subject combinations: <u>all</u> of 1, 2, 3, 4, 5, 218, 221 and <u>two</u> of 6, 7, 8, 9, 10, 11, 12, 13, 40, 41, 42, 46, 47, 48, 52, 54, 57, 65, 81, 220; <b>OR</b> <u>all</u> of 1, 2, 3, 81, 218, 221 and <u>two</u> of 6, 7, 8, 9, 10, 11, 12, 13, 40, 41, 42, 46, 47, 48, 52, 54, 57, 65, 220; <b>OR</b> <u>all</u> of 1, 2, 3, 218, 221, 41 and <u>two</u> of 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 40, 42, 46, 47, 48, 52, 54, 57, 65, 81, 220;	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add any missing subjects. Also delete any subjects that should not be listed.

		<p><b>OR</b> <u>all</u> of 1,2,3,218,221,42 and <u>two</u> of 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 40, 41, 46, 47, 48, 52, 54, 57, 65, 81, 220;</p> <p><b>OR</b> <u>all</u> of 1, 2, 3, 218, 221, 48 and <u>two</u> of 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 40, 41, 42, 46, 47, 52, 54, 57, 65, 81, 220;</p> <p><b>OR</b> <u>all</u> of 1, 2, 3, 218, 221, 52 and <u>two</u> of 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 40, 41, 42, 46, 47, 48, 54, 57, 65, 81, 220;</p> <p><b>OR</b> <u>all</u> of 1, 2, 3, 218, 221, 65 and <u>two</u> of 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 40, 41, 42, 46, 47, 48, 52, 54, 57, 81, 220;</p> <p><b>OR</b> <u>all</u> of 1, 2, 3, 218, 221, 47 and <u>two</u> of 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 40, 41, 42, 46, 48, 52, 54, 57, 65, 81, 220;</p> <p><b>OR</b> <u>all</u> of 1, 2, 3, 218, 221, 54 and <u>two</u> of 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 40, 41, 42, 46, 47, 48, 52, 57, 65, 81, 220.</p>	
<b>230E</b> PRE CHECK RECOGNITION IRISH CHECK	Error	Pupil is missing Irish from their subject list.	Input Irish onto the pupil's subject list (or, if they hold an Irish Exemption, click on the 'Exemptions' tab and add the details of the exemption which was awarded by the school).
<b>233E</b> CHECK LCVP MODERN LANGUAGE	Error	LCVP pupils must take one of the following modern languages: subject code 10, 11, 12, 13, 473, 474, 475, 476, 535, 536, 537 or 538.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add any missing subjects. Also delete any subjects that should not be listed.
<b>236W</b> CHECK REPEATED BEFORE - REPEATING AGAIN	Warning	A pupil who has previously repeated a year in post-primary school appears to repeating a year again.	If this is correct, no action is required. If not, correct the PPOD record. If this is not possible, include a written note with your October Return paperwork explaining the situation.
<b>RULE ID AND NAME</b>	<b>CATEGORY</b>	<b>WHAT IT MEANS</b>	<b>HOW TO RESOLVE IT</b>
<b>300W</b> INVALID PROGRESSION	Warning	Pupil's timeline is not following a logical progression.	Include a written note with your October Return paperwork outlining the reason(s) for the situation.
<b>301W</b> INVALID PROGRAMME PROGRESSION REPEAT EXEMPTION REQUIRED	Warning	A pupil is shown on PPOD as repeating a year but there is no exemption on PPOD.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Exemptions' tab and add the details of the exemption which was awarded by the school. If the exemptions are for different reasons they will have to be done as separate batch updates.
<b>302E</b> INVALID LCVP SUBJECT GROUPINGS	Error	An LCVP pupil's subject list contains no valid subject grouping as set down in the criteria of the LCVP programme.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add the relevant subject(s). You may wish to check with your LCVP Co-Ordinator before making any changes.

<b>303E</b> LCVP PUPILS MUST TAKE 222 AND 462	Error	All LCVP pupils must take subjects 222 (Preparation for the World of Work) and 462 (Enterprise Education).	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add the relevant subject(s).
<b>304W</b> JC PUPILS MUST TAKE 2, 3, 218 AND 221	Warning	A JC pupil is missing one or more compulsory subjects	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add the relevant subject(s).
<b>305W</b> CHECK LCA CORE SUBJECTS 800, 810, 815, 830	Warning	An LCA pupil is missing one or more of the four core subjects - codes 800, 810, 815 and 830.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on 'Add subject' and add the relevant subject(s).
<b>306W</b> CHECK JC AND JCSP YR 1 AND 2 SUBJECT LEVEL AT A,G,X	Warning	A JC or JCSP subject is listed at Foundation level but should be at Higher, Ordinary or 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>307W</b> CHECK JC AND JCSP YR 1 AND 2 SUBJECT LEVEL AT X	Warning	A JC or JCSP subject is listed at Higher or Ordinary level but should be at Foundation or 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>RULE ID AND NAME</b>	<b>CATEGORY</b>	<b>WHAT IT MEANS</b>	<b>HOW TO RESOLVE IT</b>
<b>308W</b> CHECK JC AND JCSP YR 3 SUBJECT LEVEL A,G,B	Warning	A JC or JCSP subject is listed at 'X' level but should be at Higher, Ordinary or Foundation level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>309W</b> CHECK JC AND JCSP YR 3 SUBJECT LEVEL A,G	Warning	A JC or JCSP subject is listed at Foundation or 'X' level but should be at Higher or Ordinary level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>310W</b> CHECK JC AND JCSP YR 3 SUBJECT LEVEL AT X	Warning	A JC or JCSP subject is listed at Higher, Ordinary or Foundation level but should be at 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>311W</b> CHECK TY LCA12 RLCA12 SUBJECT LEVEL	Warning	A Transition Year (TY), Leaving Certificate Applied (LCA) or Repeat Leaving Certificate (Applied) subject is listed at Higher or Ordinary level but should be at 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.



<b>312W</b> CHECK LC AND LCVP YR 1 SUBJECT LEVEL AT A,G,X	Warning	A LC or LCVP subject is listed at Foundation level but should be at Higher, Ordinary or 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>313W</b> CHECK LC AND LCVP YEAR 2 SUBJECT LEVEL A	Warning	A LC or LCVP subject is listed at Ordinary, Foundation or 'X' level but should be at Higher level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>314W</b> CHECK LC YEAR 1 SUBJECT LEVEL AT X	Warning	A LC subject is listed at Higher, Ordinary or Foundation level but should be at 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>315W</b> CHECK LC AND LCVP YEAR 2 SUBJECT LEVEL AT A,G,B	Warning	A LC or LCVP subject is listed at 'X' level but should be at Higher, Ordinary or Foundation level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>RULE ID AND NAME</b>	<b>CATEGORY</b>	<b>WHAT IT MEANS</b>	<b>HOW TO RESOLVE IT</b>
<b>316W</b> CHECK LC AND LCVP YEAR 2 SUBJECT LEVEL AT A,G	Warning	A LC or LCVP subject is listed at Higher or Ordinary level but should be at Foundation or 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>317W</b> CHECK LC YEAR 2 SUBJECT LEVEL AT X	Warning	A LC subject is listed at Higher, Ordinary or Foundation level but should be at 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>318W</b> CHECK LCVP YEAR 1 SUBJECT LEVEL A, X	Warning	A LCVP subject is listed at Ordinary or Foundation level but should be at Higher or 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>319W</b> CHECK LCVP12 SUBJECT LEVEL X	Warning	A LCVP subject is listed at Higher, Ordinary or Foundation level but should be at 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>320W</b> CHECK REPEAT LC, LCVP AND CORE VTOS SUBJECT LEVEL A	Warning	A LC/LCVP subject is listed at Ordinary, Foundation or 'X' level but should be at Higher level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.

<b>321W</b> CHECK REPEAT LC AND LCVP SUBJECT LEVEL A,G	Warning	A LC/LCVP subject is listed at Foundation or 'X' level but should be at Higher or Ordinary level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>322W</b> CHECK REPEAT LC AND LCVP SUBJECT LEVEL A,G,B	Warning	A LC/LCVP subject is listed at 'X' level but should be at Higher, Ordinary or Foundation level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>323W</b> CHECK REPEAT SUBJECT LEVEL X	Warning	A subject is listed at Higher, Ordinary or Foundation level but should be at 'X' level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>RULE ID AND NAME</b>	<b>CATEGORY</b>	<b>WHAT IT MEANS</b>	<b>HOW TO RESOLVE IT</b>
<b>328W</b> CHECK MISSING EXAM ENTRANT IND	Warning	A pupil in an examination year (i.e. 3 <sup>rd</sup> year, LCA1 or 6 <sup>th</sup> year) is missing their 'Exam Entrant' indicator.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. On the next screen select 'Yes' from the 'Exam Ind' dropdown menu and click 'Update Batch'.
<b>329W</b> MIXED OR BOARDING SCHOOL – BOARD FEE 6_7 DAY < 1000 AND 6_7 DAY BOARDERS IN SCHOOL	Warning	The Boarding Fee for 6-day or 7-day boarders shown on PPOD is incorrect.	Go to 'Update School Details', select the 'Miscellaneous' tab, and on panel 1 insert the correct boarding fee and save.
<b>331W</b> DOING ENGLISH THROUGH IRISH	Warning	A pupil is listed as studying English through the medium of Irish.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on the radio button beside 'English' and click 'Edit'. Change the medium to English and save.
<b>333W</b> DOING ENGLISH AND COMMUNICATION THROUGH IRISH	Warning	An LCA pupil is listed as studying English and Communication (subject code 810) through the medium of Irish.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab. Click on the radio button beside 'English and Communication' and click 'Edit'. Change the medium to English and save.
<b>334E</b> NO BOOK RENTAL SCHEME VALUE	Error	The school has not indicated whether or not it operates a text book rental or loan scheme.	Go to 'Update School Details', select the 'Miscellaneous' tab, on panel 3 update the book rental/loan scheme details and save.
<b>335W</b> CHECK MAX EXAMINABLE SUBJECTS TAKEN (8)	Warning	A Leaving Certificate pupil is shown as studying more than eight subjects on PPOD.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab and delete any subjects which the pupil is not

			studying, by clicking on the radio button to the right of the subject and hitting 'Delete'.
<b>336W</b> MUTUALLY EXCLUSIVE LATIN AND CLASSICAL STUDIES	Warning	Pupils may not study Latin and Classical Studies together.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the radio button for the subject you wish to delete and hit 'Delete'.
<b>337W</b> MUTUALLY EXCLUSIVE ANCIENT GREEK AND CLASSICAL STUDIES	Warning	Pupils may not study Ancient Greek and Classical Studies together.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the radio button for the subject you wish to delete and hit 'Delete'.
<b>RULE ID AND NAME</b>	<b>CATEGORY</b>	<b>WHAT IT MEANS</b>	<b>HOW TO RESOLVE IT</b>
<b>338E</b> JC/JCSP PUPILS MUST NOT HAVE MORE THAN 11 EXAM SUBJECTS	Error	A JC/JCSP pupil has more than 11 subjects in their subject list.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the 'Subjects' tab and delete any subjects which the pupil is not studying, by clicking on the radio button to the right of the subject and hitting 'Delete'.
<b>339E</b> CHECK JC AND JCSP YR 3 SUBJECT LEVEL A,G	Error	A LC/LCVP subject is listed at Foundation or 'X' level but should be at Higher or Ordinary level.	Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the correct one and click 'Update for Batch'.
<b>340W</b> MUTUALLY EXCLUSIVE PHYSICS/CHEMISTRY AND PHYSICS OR CHEMISTRY	Warning	Pupils may not study the subject "Physics and Chemistry" along with either Physics or Chemistry.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the radio button for the subject you wish to delete and hit 'Delete'.
<b>341W</b> MUTUALLY EXCLUSIVE AGRICULTURAL ECONOMICS AND ECONOMICS	Warning	Pupils may not study Agricultural Economics along with Economics.	Click on the number of pupils on the right hand side, select the affected pupils, click on 'Batch Update', select the radio button for the subject you wish to delete and hit 'Delete'.
<b>342E</b> MUST HAVE CSPE, SPHE AND PE AS SUBJECT OR SHORT COURSE	Error	Pupils in Junior Cycle must study CSPE <u>and</u> SPHE <u>and</u> PE. Each of these can be done by way of a subject or a short course, <u>but not both</u> . This error is displayed when a pupil is not listed as studying one of more of these as a subject or a short course.	Check the pupil's subjects and short courses on PPOD to determine which of CSPE, SPHE and PE are missing, then input them as subjects or short courses, as applicable.
<b>344E</b> MUST HAVE CSPE, SPHE AND PE AS SUBJECT OR SHORT COURSE	Error	Pupils in Junior Cycle must study CSPE and SPHE and PE. Each of these can be done by way of a subject or a short course, <u>but not both</u> . This error is displayed when a pupil	Check the pupil's subjects and short courses on PPOD to determine which of CSPE, SPHE and PE have been listed twice, then delete the incorrect entry or entries.

		is listed as studying one of more of these as both a subject and a short course.	
<b>345E</b> MUST NOT HAVE MORE THAN 10 EXAM SUBJECTS AND 1 SHORT COURSE (WHERE CSPE IS SHORT COURSE)	Error	A JC/JCSP pupil who is studying 1 short course (where that course is CSPE) may not study more than 10 subjects.	Check the pupil's subjects and short courses on PPOD to determine which subjects and/or short courses need to be deleted.
<b>RULE ID AND NAME</b>	<b>CATEGORY</b>	<b>WHAT IT MEANS</b>	<b>HOW TO RESOLVE IT</b>
<b>346E</b> MUST NOT HAVE MORE THAN 9 EXAM SUBJECTS AND 2 SHORT COURSES	Error	A JC/JCSP pupil who is studying 2 short courses may not study more than 9 subjects.	Check the pupil's subjects and short courses on PPOD to determine which subjects and/or short courses need to be deleted.
<b>347E</b> JC/JCSP PUPILS ONLY ALLOWED TO DO IRISH (1) <u>OR</u> IRISH L1 (83)	Error	Students can only be allowed to do Irish (1) OR to do Irish L1 (83). They should be prevented from doing both.	Check the pupil's subjects on PPOD to determine if the pupil has been assigned both Irish subjects, then delete the incorrect entry.
<b>348E</b> CLASSICS JC/JCSP YR 1 OR CLASSICAL STUDIES YR 2/3	Error	Subject (106) Classics should only be available to 1st years in 2019. 1st years should be prevented from doing Classical Studies (8).	First, add subject code 106 to your JC/JCSP subject list. Go back to the Rules report and click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select 'Add Subject' and add Classics at level 'X' and click 'Update for Batch'.
<b>349E</b> GRAPHICS JC/JCSP YR 1 OR TECHNICAL GRAPHICS YR 2/3	Error	Subject (137) Graphics should only be available to 1st years in 2019. 1st years should be prevented from doing Technical Graphics (48)	First, add subject code 137 to your JC/JCSP subject list. Go back to the Rules report and click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select 'Add Subject' and add Graphics at level 'X' and click 'Update for Batch'.
<b>350E</b> ENGINEERING JC/JCSP YR 1 OR METALWORK YR 2/3	Error	Subject (27) Engineering should only be available to 1st years in 2019. 1st years should be prevented from doing Metalwork (54)	First, add subject code 27 to your JC/JCSP subject list. Go back to the Rules report and click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select 'Add Subject' and add Engineering at level 'X' and click 'Update for Batch'.

RULE ID AND NAME	CATEGORY	WHAT IT MEANS	HOW TO RESOLVE IT
<p><b>352E</b> SUBJECT (125) APPLIED TECHNOLOGY, (126) WOOD TECHNOLOGY, SUBJECT (106) CLASSICS, SUBJECT (137) GRAPHICS AND SUBJECT (27) ENGINEERING SHOULD ONLY BE AVAILABLE TO 1ST YEARS IN 2019 AND SHOULD ONLY BE AT LEVEL X.</p>	Error	<p>Subject (125) Applied Technology and (126) Wood Technology should only be available to 1st years in 2019 and should only be at Level X. . Subject (106) Classics should only be available to 1st years in 2019 and should only be at Level X. Subject (137) Graphics should only be available to 1st years in 2019 and should only be at Level X. Subject (27) Engineering should only be available to 1st years in 2019 and should only be at Level X.</p>	<p>Click on the number link, tick all the relevant boxes and click on 'Batch Update'. Click on the 'Subjects' tab, select the relevant subject and click 'Edit'. Change the level to the 'Level X' and click 'Update for Batch'.</p>