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

## **Submitting the October Return**

### **A Guide for PPOD users**

## Submitting the October Return

1. Introduction
2. Procedure


### 1. Introduction


The October Returns process is the annual collection of data on pupil enrolments provided by recognised post-primary schools to the Department. It is based on the number of students enrolled and under regular instruction as at 30<sup>th</sup> September each year (or the previous Friday if the 30<sup>th</sup> falls on a weekend). Post-primary schools are required to generate their annual pupil returns through P-POD. Each school submits its return in early October.

The data returned are used by the Department to allocate teaching posts and funding to schools. For exam entrants, the data returned are shared with the State Examinations Commission to assist in the organisation and administration of examinations.

### 2. Procedure

When you have completed your Rules Report (see PPOD Job Guides 11 and 11a) you can click on 'Submit Returns to DES' on the PPOD landing page menu.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                          |
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| <br>Education Services Interactive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Department of Education and Skills<br>An Roinn Oideachais agus Scileanna |
| <a href="#">Home</a>   <a href="#">About Us</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">Logout</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                          |
| <a href="#">Home</a> > <a href="#">Post Primary Online Data</a> > <a href="#">Landing Page</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                          |
| <h2>Welcome to the Post Primary Online Data Landing Page</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                          |
| Welcome to the PPOD Landing Page.<br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                          |
| <b>Your Options</b><br><ul style="list-style-type: none"> <li>+ Online Submissions - Post Primary Online Data</li> <li>▶ <b>PPOD</b> <ul style="list-style-type: none"> <li>▶ Landing Page</li> </ul> </li> <li>▶ <b>School</b> <ul style="list-style-type: none"> <li>▶ Update School Details</li> <li>▶ School Subject Lists</li> <li>▶ School Short Course List</li> <li>▶ School Reports</li> </ul> </li> <li>▶ <b>Pupil</b> <ul style="list-style-type: none"> <li>▶ Add New Entrants</li> <li>▶ Pupil Search</li> <li>▶ Pupil Batch Update</li> <li>▶ Rapid Search</li> <li>▶ Duplicate Pupil: Case Review Form</li> </ul> </li> <li>▶ <b>Rollover</b> <ul style="list-style-type: none"> <li>▶ Progressions</li> </ul> </li> <li>▶ <b>October Returns</b> <ul style="list-style-type: none"> <li>▶ Rules Report</li> <li>▶ <b>Submit Returns to DES</b></li> </ul> </li> <li>▶ <b>Settings</b> <ul style="list-style-type: none"> <li>▶ Family And Medical Details</li> </ul> </li> <li>▶ <b>Junior Cycle Award</b> <ul style="list-style-type: none"> <li>▶ JCPA: 2018</li> </ul> </li> </ul> |                                                                          |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

In the above case, the user is not permitted to proceed to submit the school's October Return because there is still at least one error remaining in the Rules Report. The user must revisit the Rules Report (by clicking on 'Generate Rules Report'), correct the error(s) and regenerate the report, before trying again to submit the October Return.

When the error(s) have been cleared, click on 'Submit Returns to DES' again. You will be presented with the following screen.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

If you are ready to submit your October Return, tick the first box. If your Book Rental Scheme details have not changed since the last academic year, tick the second box. To check your

current Book Rental Scheme details on PPOD, go to *Update School Details* → *Miscellaneous*. The details are in panel 3 (see below).

If they need to be changed do so now and click 'Save Further Details' at the bottom of the page. Then return to the 'Submit Returns to DES' page.

Tick both boxes and click 'Next'. The following page will be displayed.

You can wait to receive an email to inform you that the October Return has been generated, or you can click the 'Refresh' button periodically to check.

When the October Return has been generated you will be presented with the screen below. This screen shows a summary of the number of pupils in your school as at 30 September.

**Your Options**

- + Online Submissions - Post Primary Online Data
- ▶ **PPOD**
  - ▶ Landing Page
- ▶ **School**
  - ▶ Update School Details
  - ▶ School Subject Lists
  - ▶ School Short Course List
  - ▶ School Reports
- ▶ **Pupil**
  - ▶ Add New Entrants
  - ▶ Pupil Search
  - ▶ Pupil Batch Update
  - ▶ Rapid Search
  - ▶ Duplicate Pupil: Case Review Form
- ▶ **Rollover**
  - ▶ Progressions
- ▶ **October Returns**
  - ▶ Rules Report
  - ▶ Submit Returns to DES
- ▶ **Settings**
  - ▶ Family And Medical Details
- ▶ **Junior Cycle Award**
  - ▶ JCPA: 2018
  - ▶ JCPA: 2019
  - ▶ Download JCPA

Home > Post Primary Online Data > Submit October Returns

## Submit October Returns to DES

School Roll No 64240G, ST MUNCHIN'S COLLEGE

**3 Summary of October Return**

PPOD has generated the October Return for review. Please review the summary of data, tick the acceptance box and submit below if correct. The principal must sign and post the OL20 paperwork to the department in addition to submitting the October Return electronically.

|                                   |     |
|-----------------------------------|-----|
| <b>Total Enrolments</b>           | 554 |
| <b>Boys</b>                       | 554 |
| <b>Girls</b>                      | 0   |
| <b>Day Pupils</b>                 | 554 |
| <b>Boarders</b>                   | 0   |
| <b>JC1 Pupils</b>                 | 1   |
| <b>JC2 Pupils</b>                 | 133 |
| <b>JC3 Pupils</b>                 | 111 |
| <b>JCSP1 Pupils</b>               | 0   |
| <b>JCSP2 Pupils</b>               | 0   |
| <b>JCSP3 Pupils</b>               | 0   |
| <b>TYO Pupils</b>                 | 115 |
| <b>LC1 Pupils</b>                 | 78  |
| <b>LC2 Pupils</b>                 | 97  |
| <b>LCVP1 Pupils</b>               | 0   |
| <b>LCVP2 Pupils</b>               | 10  |
| <b>LCA1 Pupils</b>                | 0   |
| <b>LCA2 Pupils</b>                | 9   |
| <b>RLC Pupils</b>                 | 0   |
| <b>Fee Paying Rlc Pupils</b>      | 0   |
| <b>Traveller Pupils</b>           | 0   |
| <b>Short Term Pupils</b>          | 0   |
| <b>Dispersed Mode VTOS Pupils</b> | 0   |
| <b>Core VTOS Pupils</b>           | 0   |

The above data are correct and I wish to submit the October Return to the DES.

Submit
OL20 Report
Recalculate Enrolments
Cancel

You should check this summary carefully to ensure that all figures are correct.

If any of the figures are incorrect, now is the time to check them against your local system to see where the difference is.

Common reasons for differences are as follows:

- One or more of your pupils were also enrolled in another school. They attended the other school on 30 September and were therefore discounted from your school's October Return.
- If the count is one or more pupils over compared to PPOD, this could be a) because pupils may have left your school after 30 September. These pupils will be counted in your October Return but will not be present in your PPOD; or b) pupils who you marked as early leavers after 30 September and whose records have gone to the new school's PPOD. You will have to check your local system to find these pupils.
- If the count is one or more pupils short compared to PPOD, this could be because pupils may have started in your school after 30 September. These pupils will be present in your PPOD but will not be counted in your October Return. You can see if this is the case by going to Pupil Batch Update, searching for pupils in a particular programme and year and then sorting the results by clicking on the heading 'Enrolment Date'. This sorts the results in order of enrolment date, first in chronological order (earliest first), then if you click it again, in reverse chronological order (latest first).

| Your Options                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          | Home > Post Primary Online Data > Pupil Batch Search Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |          |            |            |              |           |            |          |   |          |      |                |          |         |     |           |           |            |          |                          |          |  |            |      |      |            |              |        |   |   |                          |          |  |            |        |       |            |              |        |    |   |                          |          |  |            |      |            |            |              |        |  |   |                          |          |  |            |      |       |            |              |        |   |   |
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| ☐                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Pupil ID | PPSN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Enrolment Date | Forename | Surname    | DOB        | Programme    | Prog Year | Roll Class | Exam Ind |   |          |      |                |          |         |     |           |           |            |          |                          |          |  |            |      |      |            |              |        |   |   |                          |          |  |            |        |       |            |              |        |    |   |                          |          |  |            |      |            |            |              |        |  |   |                          |          |  |            |      |       |            |              |        |   |   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12999539 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 26-08-2016     | fghi     | hdfh       | 01-01-2001 | JUNIOR CYCLE | Year 1    | S          | N        |   |          |      |                |          |         |     |           |           |            |          |                          |          |  |            |      |      |            |              |        |   |   |                          |          |  |            |        |       |            |              |        |    |   |                          |          |  |            |      |            |            |              |        |  |   |                          |          |  |            |      |       |            |              |        |   |   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12980782 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 26-08-2016     | nathan   | James      | 04-01-2003 | JUNIOR CYCLE | Year 1    | AA         | N        |   |          |      |                |          |         |     |           |           |            |          |                          |          |  |            |      |      |            |              |        |   |   |                          |          |  |            |        |       |            |              |        |    |   |                          |          |  |            |      |            |            |              |        |  |   |                          |          |  |            |      |       |            |              |        |   |   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 13157689 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 24-08-2016     | fhal     | jlkhasjldh | 01-01-2001 | JUNIOR CYCLE | Year 1    |            | N        |   |          |      |                |          |         |     |           |           |            |          |                          |          |  |            |      |      |            |              |        |   |   |                          |          |  |            |        |       |            |              |        |    |   |                          |          |  |            |      |            |            |              |        |  |   |                          |          |  |            |      |       |            |              |        |   |   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 13104872 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 24-08-2016     | Adam     | kelly      | 24-06-1980 | JUNIOR CYCLE | Year 1    | A          | N        |   |          |      |                |          |         |     |           |           |            |          |                          |          |  |            |      |      |            |              |        |   |   |                          |          |  |            |        |       |            |              |        |    |   |                          |          |  |            |      |            |            |              |        |  |   |                          |          |  |            |      |       |            |              |        |   |   |

If you are having difficulty locating the source of the difference, try to isolate it to a particular programme and year and then check the pupil list for that programme and year on your local system against the same list on PPOD. If the difficulty persists, contact the PPOD helpdesk.

When you are happy with the numbers go back to 'Submit Returns to the DES'.

**Do not submit your October Return until you are satisfied that the figures on the summary screen are correct.**


|                                   |   |
|-----------------------------------|---|
| <b>Fee Paying RIC Pupils</b>      |   |
| <b>Traveller Pupils</b>           | 0 |
| <b>Short Term Pupils</b>          | 0 |
| <b>Dispersed Mode VTOS Pupils</b> | 0 |
| <b>Core VTOS Pupils</b>           | 0 |

**The above data are correct and I wish to submit the October Return to the DES.**

**Submit** **OL20 Report** **Recalculate Enrolments** **Cancel**

If some of the data was incorrect and you have subsequently made an amendment (e.g. a pupil was in LC instead of LCVP and you have moved them to the correct programme), you should click on the 'Recalculate Enrolments' button at the bottom of the summary screen (see above) to allow the system to regenerate your October Return and correct the figures on the summary to reflect the change you have just made. **IMPORTANT NOTE:** You must use the 'Recalculate Enrolments' button on this screen. The 'Generate Rules Report' button located elsewhere will not work for this.

Once you are satisfied that the figures on your summary are correct you can submit the return to the department. To do so, tick the confirmation box and click on the 'Submit' button.



Education Services Interactive

Department of Education and Skills  
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October Returns

## Submit October Returns for 2018/2019

School Roll No 64240G, ST MUNCHIN'S COLLEGE

**4** **October Returns successfully submitted to DES - Thank You**


The October Returns are transferred to DES. The OL20 Report provides a summary of the returns submitted to DES.

If the returns need to be resubmitted then please contact PPOD Help desk email: p-podhelpdesk@education.gov.ie Tel: 090 648 4021.

**OL20 Report** **Cancel**

The electronic portion of your return has been successfully submitted to the department.

You should now click on the 'OL20 Report' button, then click on the 'Print CMA/OL20' button.



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Your Options

- + [Online Submissions - Post Primary Online Data](#)
- ▶ **PPOD**
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  - ▶ Update School Details
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  - ▶ School Short Course List
  - ▶ School Reports
- ▶ **Pupil**
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## School Report Options

Academic Year: 2018/2019

School Roll No 64240G, ST MUNCHIN'S COLLEGE


Latest Progression


▶ [Print Progression](#)

CMA/OL20

▶ [Print CMA/OL20](#)

This will produce the paperwork that you need to submit to the department by post.





### CERTIFICATE OF MANAGEMENT AUTHORITY/PRINCIPAL FOR SCHOOL YEAR 2018/2019

**School Name:** ST MUNCHIN'S COLLEGE

**Roll Number:** 64240G

SECTION I - ALL SCHOOLS

1. I hereby certify that the pupils who have been included in the October Return compiled from the data recorded by this school on Post-Primary Online Database (P-POD) were **enrolled and under regular instruction** at this school on 30 September, 2018 and all
  - (a) have completed a full course of primary education;
  - (b) will be not less than twelve years of age on first day of January in the current school
  - (c) the particulars regarding the ages of pupils are correct;
  - (d) are under instruction in the subjects indicated and where applicable, short courses;
  - (e) pupils being entered for the Junior Cycle / Junior Certificate School Programme



You should save the CMA/OL20 to your computer and print it off. It is the job of the principal to check the figures and other details on it and to sign the form where indicated. You should keep a copy of the signed form on your files. Non-ETB school principals send the completed and signed OL20/CMA directly to the department at the address below. Principals of ETB schools must submit their October Returns documentation to the department via their ETB head office.

All four pages must be submitted in all instances. Original signatures are required, so photocopies, fax copies, email copies or forms missing a signature will not be accepted.

The CMA/OL20 form must be posted to: Department of Education and Skills, Parents, Learners and Database Section, Schools Division, Cornamaddy, Athlone, Co. Westmeath, N37 X659 to arrive no later than October 7th.

School Principals are reminded that the department is obliged to refer to An Garda Síochána any deliberate overstatement of pupil numbers in a school's October Return for the purpose of claiming additional resources from the department. In these circumstances it will be a matter for An Garda Síochána to determine what action, if any, should be taken and consequently may result in a criminal prosecution.