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

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**PPOD Procedure and Checklist for schools  
which are amalgamating**

**A Guide for PPOD users**

## **PPOD procedure/checklist for schools which are amalgamating**

1. As soon as the principal of the new amalgamated school is appointed he/she must:
  - send a request in writing to the PPOD Helpdesk ([p-podhelpdesk@education.gov.ie](mailto:p-podhelpdesk@education.gov.ie)) asking the Parents, Learners & Database Section (PLDS) to activate the new school on PPOD;
  - supply a list of staff who will have access to PPOD in the new school, including their user IDs;
  - supply a list of current staff with PPOD access (including user IDs) who will not require PPOD access in the new school;
  - ensure that details of new incoming first year pupils are input to the new school's PPOD.
  
2. Each of the schools which are party to the amalgamation must undertake the following actions on their own PPODs by the end of June:
  - mark all early leavers on PPOD (excluding pupils in their final year e.g. Leaving Certificate year 2 pupils);
  - complete outstanding assessments on PPOD;
  - complete inter-school transfers for pupils who have started in the old school;
  - complete the progression routine;
  - synchronise to your local system.

NOTE RE INTER-SCHOOL TRANSFERS (transferring a pupil into your school):

- a) if the pupil is starting in the old school before amalgamation, this inter-school transfer should be completed on the old school's PPOD as soon as possible, but in any event, before the start of the amalgamation process;
- b) if the pupil is starting after amalgamation, i.e. in the new school, you should ask the school the pupil is coming from to input the roll number of the new school on PPOD when they are marking the pupil as an early leaver.

It is important that the schools involved co-ordinate the above actions so that they are completed at the same time.

3.  The principal of the new school must notify the PPOD Helpdesk, in writing as above, that all of the above actions have been completed and request PLDS to transfer data from the old schools' PPODs to the new school's PPOD.
  
4. Once the amalgamated school has been notified by PLDS that all relevant data has been transferred, it must do the following on its PPOD:
  - check the new school's subject lists/short course lists/PLUs;
  - check class lists;

ensure that each pupil is in the correct year, has the correct subjects, short courses, PLUs, roll class etc.