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

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**How to add and maintain new entrant  
records on PPOD**

**A Guide for PPOD users**

## 1. Adding a new entrant

Click on 'Add New Entrants' from the left-hand menu on the PPOD landing page.

**Add New Entrant**  
School Roll No 10000X, TEST2  
\* Indicates required information

**NB\*** Before adding new entrants please set default Enrolment Date in "Update School Details" Miscellaneous tab

Forename\*  Surname\*  DOB\* dd/mm/yyyy

**Personal**

Pupil ID  PPSN

Gender\*

Birth Certificate Forename  Birth Certificate Surname

Birth Certificate Checked  Checked By

Address 1\*

Address 2\*

Address 3

Address 4

Eircode

County\*

Country\*

Nationality\*

Mother's Maiden Name\*

Mother Tongue English or Irish?\*

Ethnicity and Cultural Background

This page is used for adding new pupils to the school's PPOD. (Note: This procedure should not be used for a pupil coming from another recognised school within the State. PPOD records for such pupils should be transferred into your PPOD using the Inter-School Transfer facility. See the 'Inter-School Transfers' job guide for more details.)

Complete the entry fields (fields marked with an asterisk (\*) are mandatory) and press the 'Next' button at the bottom of the screen. (Note: the 'County' field is automatically populated with the county in which the school is situated. You should change this if the pupil lives in a different county.)

**Four 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

## Add New Entrant

**Academic Year: 2019/2020**

**School Roll No 10000X, TEST2**  
\* Indicates required information

Forename  Surname  Pupil ID

**1 Programme Details**

Academic Year  Enrolment Date

Enrolment Record Status

Programme  Programme Year

Exam Entrant  Roll Class\*

Repeat of Year Indicator

Boarder Indicator  Boarder Days

Short Term Pupil  No of Weeks

Pupil Source\*

**Other Details**

Traveller Status

Repeat LC Fees Payable

▶

At this point, the pupil will be assigned a Pupil ID number (DPIN).

Please ensure that the academic year, enrolment date and programme/programme year, etc. are correct for the student. You can then 'Save', 'Save and Add Subjects' or 'Cancel'.

A confirmation screen will appear after you've successfully saved the record and the option to edit the saved pupil's record or add more new entrants is available.

Please note that when adding a late entry, PPOD automatically assigns that student to the following academic year; i.e. a student added in September 2018 will be assigned to the 2019/20 academic year. To amend the academic year, go to the enrolment tab and change it, then save your change.

You may now:

1. save personal details,
2. cancel any further transactions, or
3. delete the personal record.

## 2. Maintaining a New Entrant

- + 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

### Maintain New Entrant

**Academic Year: 2019/2020**

**School Roll No 10000X, TEST2**

\* Indicates required information

Forename\*  Surname\*

**Personal**

**Enrolment**

**Subjects**

**Short Courses**

**PLU**

**Assessments**

**Exemptions**

**1 Personal**

DOB\*

Pupil ID

Gender\*

Birth Certificate Forename

Birth Certificate Surname

Birth Certificate Checked

Checked By

Address 1\*

Address 2\*

Address 3

Address 4

Eircode

County\*

Nationality\*

Mother's Maiden Name\*

Mother Tongue English or Irish?\*

Ethnicity and Cultural Background

Save Personal
Cancel
Delete Pupil

The 'Maintain New Entrant' page is for recording additional student information such as enrolment record, subjects, short courses, PLUs, assessments and exemptions.

You should record appropriate data on each of the tabs on the 'Maintain New Entrant' screen.

Please note that the default value for 'Programme' is Junior Cycle and 'Programme Year' is Year 1. Care should be taken when entering new entrants for any Programmes or Programme Years other than Junior Cycle Year 1.

Subjects which have been designated as 'core' subjects in the school's subject list are automatically allocated to new entrants. Core short courses are allocated on the same basis. Other subjects and short courses can be allocated by using the 'Add Subject' button under the 'Subjects' tab or the 'Add Short Course' button under the 'Short Courses' tab. PLUs can be added by clicking on 'Add PLU' under the PLU tab. Information on how to add short courses, PLUs and assessments is available in other PPOD job guides.

The default enrolment date is automatically assigned to new entrants. This date is set in PPOD by the school by going to 'Update School Details', then selecting the 'Miscellaneous' tab, then changing the 'Default Enrolment Date' in panel 2 and saving.

Irish Exemptions and Repeat Year Exemptions can be recorded for a pupil via the Exemptions Tab. Existing exemptions can be viewed and incorrect exemptions can be deleted.

The Family Details tab and Medical tab are for school use only. Data entered on these tabs will be stored on the central database, but will only be visible to you. The department has no access to this data. You can turn on this option via the 'Family and Medical Details' setting on the PPOD landing page menu. You are strongly advised to consult with your local software provider before doing so.

Schools are reminded to save details on a regular basis to avoid losing data. If you have exited the screen you can retrieve new entrant records by searching by 'Academic Year' and ticking the 'New Entrant Pupils' box on the Pupil Search screen (see below).

The screenshot displays the 'Pupil Search' interface. On the left is a sidebar with 'Your Options' including sections for PPOD, School, Pupil, Rollover, October Returns, Settings, and Junior Cycle Award. The main content area has a breadcrumb trail: Home > Post Primary Online Data > Pupil Search. Below this is the title 'Pupil Search' and the school identifier 'School Roll No 10000X, TEST2'. A note states '\* Indicates required information'. Section 1, 'Pupil Search Fields', contains several input fields: 'Academic Year' (dropdown), 'PPSN', 'Programme' (dropdown), 'Forename', 'Surname', 'Boarding Pupils' (checkbox), 'New Entrant Pupils' (checkbox), 'Pupil ID', 'Prog Year' (dropdown), 'Gender' (dropdown), 'Roll Class', and 'Early Leaver Pupils' (checkbox). Section 2, 'Subject or Short Course or PLU Search', contains dropdowns for 'Subject', 'Subject Level', 'Short Course', 'Short Course Level', and 'PLU', with 'Or' labels between 'Subject Level' and 'Short Course Level', and between 'Short Course Level' and 'PLU'.

This search will yield only records of pupils recorded as new entrants during the academic year selected.