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

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.

This page is used for adding new pupils to the school's PPOD. (Note: This procedure should <u>not</u> 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.)

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

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).

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