



## **Inter-School Transfers**

## **A Guide for PPOD users**

The Inter-School Transfer (IST) facility is used when a pupil moves between recognised post-primary schools. It facilitates the transfer of a pupil's records on PPOD from their old school to their new school, including their history, assessments and exemption(s), if applicable, but not information regarding subjects, medical cards or traveller status.

### **Procedure for the pupil's old school**

When a pupil is leaving your school, you mark the pupil as an "Early Leaver". However please note that you may see a message informing you that assessments are outstanding for that pupil (see below). It is important that all outstanding assessments are completed before the pupil is marked as an early leaver.

Forename: Douglas Surname: McDonald Pupil ID: 12067554

**Enrolment** | Personal | Subjects | Short Courses | PLU | Assessments | History | Exemptions

**1 Programme Details**

Academic Year: 2016  
 Enrolment Date: 01/09/2014 Enrolment Record Status: Current school record Roll Class\*: ZZ  
 Programme: JUNIOR CYCLE Programme Year: Year 3 Exam Entrant: ☒  
 Repeat of Year Indicator: ☐  
 Boarder Indicator: ☐ Boarder Days:   
 Short Term Pupil: ☐ No of Weeks:

**Other Details**

Medical Card: ☐ Traveller Status: ☐  
 Repeat LC Fees Payable: No

**Pupil Leaving Details**

Assessments for this pupil are incomplete. If transferring to another school, please complete assessments before doing so.

Early Leaving Indicator: ☐ Early Leaving Date:  Early Leaving Reason:

Save Enrolment Record Cancel

When all outstanding assessments have been input to the student's PPOD record, you may proceed to mark the pupil as an early leaver. This is done as shown below (via the 'Enrolment' tab on the 'Maintain Pupil' page).

1. Tick the *Early Leaving Indicator* box
2. Input the *Early Leaving Date*
3. From the *Early Leaving Reason* drop-down menu select 'Another 2<sup>nd</sup> level school in the State'
4. Input the roll number of the new school
5. Save enrolment record.

Inputting the roll number of the new school causes the pupil's name to appear on the Inter-School Transfer list on the PPOD of their new school.

If the pupil is not leaving to attend another recognised school in the State, you should choose the appropriate reason from the drop-down menu.

This concludes the operation for the old school. Note that the pupil's record will remain

in your PPOD until the new school transfers it into their PPOD. In the case of a pupil not going to another recognised school, e.g. a pupil going abroad, their record will remain in your PPOD as a current record until your next progression, at which time it will go into your PPOD's history (where it will still be accessible, should you need to resurrect it at a later date).

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

Forename  Surname  Pupil ID

**Personal** **Enrolment** **Subjects** **Short Courses** **PLU** **Assessments** **History** **Exemptions**

**1 Programme Details**

Academic Year

Enrolment Date  Enrolment Record Status  Roll Class\*

Programme  Programme Year  Exam Entrant ☒

Repeat of Year Indicator ☐

Boarder Indicator ☐ Boarder Days

Short Term Pupil ☐ No of Weeks

**Other Details**

Medical Card ☐ Traveller Status ☐

Repeat LC Fees Payable

**Pupil Leaving Details**

Early Leaving Indicator ☒ Early Leaving Date  Early Leaving Reason

Smart Search:

Destination

School Roll No

## Procedure for the pupil's new school

The new school will become aware that a transfer is waiting via the PPOD landing page. When you sign in to PPOD, a message will be displayed on the landing page as shown below. This produces a list of pupils for whom their old schools have completed the procedure as shown above.

Education Services Interactive

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Home > Post Primary Online Data > Landing Page

## Welcome to the Post Primary Online Data Landing Page

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.

Transfers are pending for your school -> [Interschool Transfers...](#)

**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

Click on the link to access the list of pupils being transferred to your school.

Please note that it is very important to ensure that you have not already manually added the pupil to your PPOD as a new entrant. If you have you must delete the pupil's record on PPOD first (you may also need to delete it on your local system) and then transfer the pupil into PPOD using the IST facility.

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[Home](#) > [Post Primary Online Data](#) > [October Returns](#) > [Rules Report](#)

## Interschool Transfers

School Roll No 63640R, CHRISTIAN BROTHERS SECONDARY SCHOOL

### 1 Interschool Transfers Pupils

The pupil transfer succeeded.

The default details are as follows:  
 \* Click the Pupil Id link to edit pupil defaults

Pupil Id*	<a href="#">12067554</a>
Name	Douglas McDonald
Programme	JUNIOR CYCLE
Year	Year 3
Enrolment Date	11-07-2017
Academic Year	2014

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You must amend the programme and programme year to the correct pupil data, if necessary, and insert the correct roll class for the pupil. The roll class is an internal reference used by the school.

The pupil's subjects, short courses and PLUs should also be checked and amended where necessary.

Where a child has enrolled in your school, having come from another recognised school in the State, and the pupil has not appeared on your school's IST list, you should contact the pupil's old school and ask them to mark the pupil as an early leaver using the procedure shown above. You should then access your IST list and transfer in the pupil's records.

If you find a pupil on your IST list who has not enrolled in your school, you should contact the school which sent the pupil to you and advise them of their error. This is important as another school could be waiting for the pupil to appear on its IST list. Details of the old school are available by clicking on its roll number on the list.

**Interschool Transfers**  
School Roll No 63640R, CHRISTIAN BROTHERS SECONDARY SCHOOL

**1 Interschool Transfers Pupils**  
2 items found.

Transfer	Pupil Id	Forename	Surname	Source Roll No	Programme	Year
<input type="checkbox"/>	12105228	Aine	Brennan	60081P	JUNIOR CYCLE	Year 2
<input type="checkbox"/>	12114786	Sophie	Brassington	60090Q	LEAVING CERTIFICATE APPLIED	Year 1

2 items found.

[Transfer](#)

**School Summary**  
Home > Post Primary Online Data > Inter-school Transfer School Summary

Principal: [REDACTED]  
 Official Name: Rockford Manor Secondary School  
 Phone: 01 2801522  
 Fax: 01 2845091  
 Email: info@rockfordmanor.ie  
 Address Line 1: Stradbrook Rd  
 Address Line 2: Blackrock  
 Address Line 3: Co Dublin  
 Address Line 4: 1  
 Eircode: A94 H294

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### **PLEASE NOTE THE FOLLOWING:**

1. If you are transferring a student out, who is not starting in their new school until after the summer, you should mark them as an early leaver BEFORE you do your progression.
2. If you do not find out that a student is leaving your school until after you have done your progression, you should mark them as an early leaver as shown above and save it. Then click on 'Delete Enrolment Record' to delete the superfluous enrolment record. The leaving details you input will migrate back to the previous year's record.
3. If you are transferring a student in, who is not starting in your school until after the summer, you should not transfer them in until AFTER you do your progression.
4. If you inadvertently transfer such a pupil into your school before your progression is done, you should notify PLDS at the email address below of the details so that we can arrange to remove the superfluous enrolment record.

The email address for notifications is [p-podhelpdesk@education.gov.ie](mailto:p-podhelpdesk@education.gov.ie).

### **DOs and DON'Ts of Inter-School Transfers**

**DO** read the guide to Inter-School Transfers.

**DO** co-operate with your colleagues in other schools when a student moves between schools. For the system to work effectively it requires both schools to work together.

**DON'T** mark students as early leavers if they have outstanding assessments. Complete the assessments first.

**DO** contact the former post-primary school of the student coming to your school if he/she is not appearing on the Inter-School Transfer list in your school. The former school can then enter your school's roll number as the destination school for the student on PPOD. When the former school does this the student's record will appear immediately on your school's Inter-School Transfer screen.

**DON'T** accept a transfer of a student via PPOD if the student is not coming to your school. Contact the school that sent the pupil to your Inter-School Transfer list to advise them of their error and ask them to remove your school's roll number from the pupil's record. This is important as another school could be waiting for the pupil to appear on its IST list. Details of the old school are available by clicking on its roll number on the list.

**DO** contact the former post-primary school of the student coming to your school if he/she has outstanding assessments from their time in their previous school. Ask the previous school to complete the outstanding assessments immediately.

**DON'T** create a new student record where a student is transferring in from another post-primary school. Check the Inter-School Transfer screen. If the student transferring in is not on the Inter-School Transfer screen you should contact his/her former school and request that school to mark your school as the destination school.

**DO** delete any new student record created in error by your school for a student transferring into your school for 2017/18 from another post-primary school. The existing record of the student within P-POD can then be retrieved through the Inter-School Transfer facility.

**DO** contact the P-POD helpdesk should you have any queries in respect of Inter-School Transfers at [p-podhelpdesk@education.gov.ie](mailto:p-podhelpdesk@education.gov.ie). Be sure to include your name, the name and roll number of your school, contact telephone number and a brief outline of your query.