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". Please note that you may see a message informing you that assessments are outstanding for that pupil (see below). This refers to any Junior Cycle class-based assessments or PLU descriptors that are incomplete for the outgoing pupil. It is important that all outstanding assessments are completed before the pupil is marked as an early leaver.

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 2nd 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).

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.

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

When you have satisfied yourself that the pupil has enrolled in your school, click on the *Transfer* box to the left of the pupil's name and press the *Transfer* button. The pupil's record then leaves the old school's PPOD and becomes available on your school's PPOD. A new enrolment record is created for the pupil in the current academic year.

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.

If a pupil transfers into your school with incomplete assessments you should contact the transferring school and ask them to input the assessments immediately, as the ability to access the record will only be open to the old school for a limited period.

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 default enrolment date is the date of transfer, which can be amended if necessary. (Pupils should only be transferred within the current academic year i.e. a pupil enrolling from 01/09/2018 should not be transferred in until your current year on PPOD is 2018/19; i.e. you have progressed your PPOD from 2017/18 to 2018/19).

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.

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.

DO's 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 previous post-primary school of the incoming student if he/she is not appearing on the Inter-School Transfer list in your school's PPOD. The previous school can then enter your school's roll number as the destination school for the student on PPOD. The student's record should now appear immediately on your school's Inter-School Transfer screen on PPOD.

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 their IST list. Details of the old school are available by clicking on its roll number on the list.

DO contact the previous post-primary school of the incoming pupil if he/she has outstanding assessments from their time in their previous school. Request that they complete the outstanding assessments immediately.

DON'T create a new student record where a student is transferring in from another post-primary school. Always check the Inter-School Transfer screen first. If the incoming student 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 2018/19 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. Be sure to include your name, the name and roll number of your school, contact telephone number and a brief outline of your query.