



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

**Updating PPOD for students who are
repeating a year**

A Guide for PPOD users

Circular M02/95

The rules regarding the repeating of a year by a pupil are set out in [Circular M02/95](#). Decisions regarding repeat of a year exemptions are made at the discretion of the school authorities, subject to the terms and conditions of that circular. You are advised to check with your school authorities before a) amending any records regarding requests to repeat a year or b) entering an exemption on PPOD.

This document covers the procedure for updating a pupil's record on PPOD to reflect the fact that they are repeating a year.

PPOD Procedure

This procedure will always take place after [progression](#) has been done. This guide will cover the following scenarios:

1. A student wishes to repeat a Junior Cycle/JCSP year, Transition Year or Leaving Certificate year 1 and...
 - a. the student was in your school last year or
 - b. the student was in another recognised school last year.
2. A student wishes to repeat Leaving Certificate year 2 having previously sat the Leaving Certificate exam and...
 - a. the student was in your school last year or
 - b. the student was in another recognised school last year.
3. A student wishes to repeat Leaving Certificate year 2 having NOT previously sat the Leaving Certificate exam and...
 - a. the student was in your school last year or
 - b. the student was in another recognised school last year.

1. A student wishes to repeat a Junior Cycle/JCSP year, Transition Year or Leaving Certificate year 1 and...

a. the student was in your school last year

- Go to the pupil search screen and access the student's PPOD record
- Go to the Enrolment tab and amend the programme and/or year and save
- Tick the "Repeat of Year Indicator" box
- Tick the "Exam Entrant" box if applicable
- Leave the "Pupil Source" field blank
- Go to the Exemption tab and add the details of the exemption that has been granted by your school
- Save the exemption
- Check and update the pupil's subjects, short courses and PLUs, where applicable.

b. the student was in another recognised school last year

- Check your [Inter-School Transfer](#) (IST) list for the pupil – if they are not there contact the pupil's previous school and ask them to mark the child as an early leaver with your school's roll number. This will put the pupil on your IST.
- 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
- Transfer the student into your PPOD
- Go to the Enrolment tab and amend the programme and/or year and save
- Tick the "Repeat of Year Indicator" box
- Tick the "Exam Entrant" box if applicable
- Go to the exemption tab and add the details of the exemption that has been granted by your school
- Save the exemption
- Check and update the pupil's subjects, short courses and PLUs, where applicable.

NOTE: If the pupil was not in your school last year, but the last recognised school they attended was your school, you should find their old PPOD record by searching for it and then proceed as with (a) above.

2. A student wishes to repeat Leaving Certificate year 2 having previously sat the Leaving Certificate exam and...

a. the student was in your school last year

- Go to the pupil search screen
- Find last year's record
- Go to the Enrolment tab and click on "New Enrolment Record"
- DO NOT tick the "Repeat of Year Indicator" box
- Add the details for the current year (note: the programme is "REPEAT LEAVING CERTIFICATE" and the year is Year 1)
- Select Applied, LCVP or Leaving Cert. from the Repeat Leaving Certificate Programme dropdown menu
- Tick the "Exam Entrant" box
- Leave the "Pupil Source" field blank
- Save
- No exemption is required
- Check and update the pupil's subjects

b. the student was in another recognised school last year

- Contact the student's previous school and ask them to mark the pupil on PPOD as an early leaver with your school's roll number. This will put the pupil on your [Inter-School Transfer](#) list (IST).
- Transfer the student into your PPOD – this will create a current year enrolment record
- Go to the Enrolment tab and amend the programme and/or year and save (note: the programme is "REPEAT LEAVING CERTIFICATE" and the year is Year 1)
- Select Applied, LCVP or Leaving Cert. from the Repeat Leaving Certificate Programme dropdown menu
- Tick the "Exam Entrant" box
- Save
- No exemption is required
- Check and update the pupil's subjects

NOTE: If the pupil was not in your school last year, but the last recognised school they attended was your school, you should find their old PPOD record by searching for it and then proceed as with (a) above.

3. A student wishes to repeat Leaving Certificate year 2 having NOT previously sat the Leaving Certificate exam and...

a. the student was in your school last year

- Go to the pupil search screen
- Find last year's record
- Go to the Enrolment tab and click on "New Enrolment Record"
- Add the details for the current year (note: the programme is "LEAVING CERTIFICATE" and the year is Year 2)
- Tick the "Repeat of year Indicator" box and save
- Tick the "Exam Entrant" box
- Leave the "Pupil Source" field blank
- Go to the exemption tab and add the details of the exemption that has been granted by your school
- Save the exemption
- Check and update the pupil's subjects

b. the student was in another recognised school last year

- Contact the student's previous school and ask them to mark the pupil on PPOD as an early leaver with your school's roll number. This will put the pupil on your [Inter-School Transfer](#) list (IST).
- Transfer the student into your PPOD – this will create a current year enrolment record
- Go to the Enrolment tab and amend the programme and/or year and save (note: the programme is "LEAVING CERTIFICATE" and the year is Year 2)
- Tick the "Repeat of year Indicator" box
- Tick the "Exam Entrant" box
- Save
- Go to the exemption tab and add the details of the exemption that has been granted by your school
- Save the exemption
- Check and update the pupil's subjects

NOTE: If the pupil was not in your school last year, but the last recognised school they attended was your school, you should find their old PPOD record by searching for it and then proceed as with (a) above.