

Upon receipt of written confirmation of enrolment from each pupil's parent/guardian, the post-primary school principal should forward the completed Information Request form to the relevant primary school principal.

POST-PRIMARY SCHOOL DETAILS

School	<input type="text"/>	Principal	<input type="text"/>
Address	<input type="text"/>	Roll No.	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

PRIMARY SCHOOL DETAILS

School	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

INFORMATION REQUEST BY THE POST-PRIMARY SCHOOL

Please send me the Education Passports for the named pupils. I verify that written confirmation of enrolment in the above named post-primary school was received from the pupils' parent(s)/guardian(s) before this information request was made.

Principal	<input type="text" value="Signature"/>	Date	<input type="text" value="DD/MM/YYYY"/>
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ADVISORY NOTE TO PRIMARY SCHOOLS

Sharing pupil information

The DES Circular 0056/2011 (Primary) confirms that legislative arrangements have been made to provide for the sharing of information on progress where students transfer from one school to another. The Education (Welfare) Act 2000 (Section 28) and the (Prescribed Bodies) Regulations 2005 allow schools to share relevant information concerning a child transferring between recognised schools.

Children with additional support needs

For children in need of additional support, it is recommended that the primary school transfer a NEPS Student Transfer Form to the post-primary school in a timely manner. For children in need of supports such as special needs assistants, assistive technology or school transport, NCSE application deadlines should be considered.



