



DDLETB Student Enquiry Form
(To accompany Student Transfer Form)

<Insert School/Centre Name & Contact Details>

Note:

The information provided on this form is confidential and will be retained, used and disclosed by **[Insert school/centre name]** and centrally by Dublin & Dún Laoghaire ETB in line with the Data protection notice below.

Page 1 only to be completed by the parent/guardian

I/We, the parent(s)/guardian(s) of _____, Date of

Birth _____, give permission to the school authority at

_____ (*school applicant is transferring from*)

to release the relevant information requested below to the school authority,

_____ (*Insert school name*), Dublin & Dún Laoghaire ETB.

Signed: _____ (Parent/Guardian)

Date: _____

To be completed by the principal of school last attended

1. Academic progress to date:

Excellent Good Fair Poor

2. Does the student have special educational learning needs?

If yes, please give details

3. Has the student been assessed by an educational psychologist?

Yes No

Is the psychological report available? Yes No
(If yes, please attach copy to Application Form)

4. Has the student been granted resource teaching hours and/or special needs assistance hours by the NCSE?

If yes, please give details

5. Has the student been in receipt of learning support? Yes No

If the answer is yes, please give details _____

6. Has the student received EAL (*English as an Additional Language*) support?

Yes No

If yes, for how many years? _____

7. Disciplinary record

Excellent Good Fair Poor

In relation to the previous full academic years, please provide the following information: the number of detentions and the number of suspensions.

Year 1 _____ Year 4 _____
Year 2 _____ Year 5 _____
Year 3 _____

8. Has this student been excluded / expelled? Yes No

If yes, please state reason(s):

9. Attendance record

Excellent Good Fair Poor

In relation to the previous full academic years, how many days was the student absent?

Year 1 _____ Year 4 _____
Year 2 _____ Year 5 _____
Year 3 _____

10. General participation/contribution to school life

Excellent Good Fair Poor

Please give details

11. General comment

Signed _____ **(principal)** **Date** _____

Official School Stamp

Personal Data on this Form

Dublin and Dún Laoghaire ETB is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this form is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations. Contact details may also be used to notify you of DDLETB events or activities. While the information provided will generally be treated as confidential to the ETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Skills, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, Tusla (CFA) the National Educational Welfare Board or with another school (where the student is transferring). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should a parent/guardian wish to update or access their own or their child's personal data, they should write to the school principal.

ETB Data Protection Policy: A copy of the full ETB Data Protection Policy is available on request from , Dublin & Dún Laoghaire ETB Data Protection Officer *1 Tuansgate, Belgard Square East, Tallaght Dublin 24.*