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| **Principals of Post-Primary Schools should complete questions 8 (a) to 8 (f)** |
| **8. To be completed by the School Authorities** |

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| **(a) Please state** |
| i. The number of teachers with Special Education Teaching duties |
| ii. The number of teachers who have qualifications in Special Education |
| iii. How many of these teachers referred to at (ii) above are currently working in Special Education |

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| **(b) Please state** |
| i. The number of students in Junior Cycle (2025/26) |
| ii. The number of students in Senior Cycle (2025/26) |
| iii. The number of students in Educational Service (2025/26) |

1. **Please state the number of successful applications for the Special Education course which have been made by your school since 2015?**
2. **Please state the number of unsuccessful applications for the Special Education course which have been made by your school since 2015?**
3. **For what years were the applications at 8 (d) above made**
4. **Please provide the SET allocation hours for the current academic year**

Please attach a copy of the applicant’s **2025/2026 timetable** incorporating the designated Special Education Teaching hours. If it is not available, please forward a copy, when completed, to the relevant College/University. **Please note that teachers who will be attending the Course will be released for eight weeks over the academic year for which substitution will be provided.**

**Please note that it will only be possible for the teacher to take up a place or continue on the course if the necessary hours and facilities to enable full participation are provided. It is particularly important that teachers participating in the programme are given a workload which will permit them to benefit fully from the teacher professional learning being offered.**

I nominate to attend this post-graduate programme and I confirm that the applicant for this combined course is a registered teacher in accordance with Section 31 of the Teaching Council Act, 2001-2015.

**I confirm that the candidate’s workload will permit them to participate in and benefit fully from the teacher professional learning being offered and will accord with the criteria in Circular: 0035/2025**

I confirm that the applicant will be deployed/ timetabled for teaching in a special education role for the duration of the programme (September 2025 – May 2026) and in the longer term.

I confirm that the detail contained within the candidate’s application form is correct and that the information in this application form is correct and, if the above-named teacher is given a place on the **Post-Graduate Diploma Programme of Teacher Professional Learning for Special Education Teachers 2025/2026**, that the Board of Management agrees to release him/her to attend the programme and will fulfil all course requirements as specified in Circular 0035/2025. I undertake to ensure that the required substitution will be in place in a timely manner, and I agree that I will not request the teacher to attend any school event for any reason during block release dates.

A copy of the Teacher Registration Certificate or a letter of confirmation of registration as provided by the Teaching Council must accompany this form.

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| **SIGNED** |
| (Principal) |
| **DATE** |
| **COUNTER SIGNED** |
| (Director/Manager/Chief Executive/Chairperson of the Board of Management) |
| **DATE** |

## Data Protection

***The Department of Education will treat all personal data you provide on this form as confidential and will use them solely for the purpose intended. The main purpose for which the Department requires the personal data provided by you to relevant colleges is for processing student details attending SEN courses to check eligibility and for processing sanction for substitution purposes.***

***The personal data provided may be exchanged by the College to the Department in line with the scheme. The privacy notice outlining further information in relation to this form can be found at*** [***https://www.gov.ie/en/publication/d78f2-department-of-education-privacy-notice/***](https://www.gov.ie/en/publication/d78f2-department-of-education-privacy-notice/)

***Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at*** [***https://www.gov.ie/en/publication/d78f2-department-of-education-privacy-notice/***](https://www.gov.ie/en/publication/d78f2-department-of-education-privacy-notice/)

## Details of this policy and privacy notice are also available in hard copy from the address below upon request.

***Full details of the data protection policy for each college/university providing the programme, setting out how they will use your personal data as well as information regarding your rights as a data subject are available at:***

* ***DCU data privacy link***: [***https://www.dcu.ie/policies/data-privacy-policy***](https://www.dcu.ie/policies/data-privacy-policy)
* ***MIC data Privacy link:*** [***https://www.mic.ul.ie/privacy-statement***](https://www.mic.ul.ie/privacy-statement)
* ***University of Galway data privacy link:*** [***https://www.universityofgalway.ie/data-***](https://www.universityofgalway.ie/data-protection/staffandstudentresources/policiesandprocedures/)[***protection/staffandstudentresources/policiesandprocedures/***](https://www.universityofgalway.ie/data-protection/staffandstudentresources/policiesandprocedures/)

## ATU St Angelas data privacy link: [student-applicant-privacy-notice.pdf](https://www.atu.ie/app/uploads/2025/01/student-applicant-privacy-notice.pdf)

* ***UCC data privacy link:*** [***https://www.ucc.ie/en/gdpr/dataprotectionnotices/student/***](https://www.ucc.ie/en/gdpr/dataprotectionnotices/student/)
* ***UCD data privacy link:*** [***https://www.ucd.ie/privacy/***](https://www.ucd.ie/privacy/)