

STUDENT ENQUIRY FORM

Note : The information provided on this form is confidential and will be retained, used and disclosed by Coláiste Bhaile Chláir and centrally by Galway and Roscommon Education and Training Board in line with the Data protection notice below.

I/We the parents/guardians 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,

Coláiste Bhaile Chláir

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 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

Has the students' behaviour been brought to the attention of the schools board of management? Yes No

Has the student/parents been asked to withdraw him from school because of his behaviour? 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** _____

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| <p>Official School Stamp</p> |
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Personal Data on this Form

Galway and Roscommon Education and Training board 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 school/GRETB events or activities. While the information provided will generally be treated as confidential to GRETB, 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 & Science, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, 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.