



Leaving Certificate 2021 Accredited Grades

Initial Information Form

Out-of-school Subjects and Out-of-school Learners

Read the ‘*Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners*’ before completing this form.

For students studying out-of-school subjects, this form is to let your school know that you are studying some subjects entirely outside of school and that you wish to access Accredited Grades in those subjects. You should look for written confirmation from your school that your information has been received (see Appendix 1).

For out-of-school learners, you must find a host school, or host centre of learning, recognised by the SEC for the purpose of holding examinations, to oversee the submission of estimated marks on your behalf. The host school/centre will be the school, or centre of learning, where you had arranged to sit the written examinations in June. This form is to be used to provide information to the host school/centre of learning. You should look for written confirmation from your host school/centre that your information has been received (see Appendix 1).

Please tick which of the following below represents your application for an Accredited Grade:

Out-of-school subject Out-of-school learner

To complete this information form you will be required to:

- provide candidate details - Section A
- provide proof of identify - Section B (Out-of-school Learners ONLY)
- provide subject information - Section C
- sign candidate declaration - Section D

All completed information forms should be submitted to your school/host school. Schools should retain this form on file. This information form will be acknowledged by your school (see Appendix 1 for suggested text). If you do not receive written acknowledgment from your school you should make contact with the school.

Please ensure that BLOCK CAPITALS are used when entering details throughout this form.

This Initial Information Form should be submitted in hard copy, or electronically, to the relevant principal/coordinator no later than Thursday 15 April.



Section A. Candidate details

Name:	
Examination number:	
Postal address:	
E-mail address:	
Telephone number:	
Programme of study:	Leaving Certificate/LCVP <input type="checkbox"/> LCA <input type="checkbox"/>

Section B. Proof of identity (Out-of-school Learner ONLY)

Out-of-school learners will be required to present a copy of one of the forms of identification listed below to school management.

Any one of the following forms of identification is acceptable:

- Driving Licence
- Passport
- Garda I.D. (for over 18s)
- USIT Student Identity Card
- Public Services Card
- Other

Please tick which copied document you will attach to this information form.

You may be asked to provide the original document at a later stage.



Section C: Subject information

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details (only to be completed if you have a teacher/tutor)					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details (only to be completed if you have a teacher/tutor)					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details (only to be completed if you have a teacher/tutor)					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details (only to be completed if you have a teacher/tutor)					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details (only to be completed if you have a teacher/tutor)					
Name					
Telephone					
email					



Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details (only to be completed if you have a teacher/tutor)					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details (only to be completed if you have a teacher/tutor)					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details (only to be completed if you have a teacher/tutor)					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details (only to be completed if you have a teacher/tutor)					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details (only to be completed if you have a teacher/tutor)					
Name					
Telephone					
email					

Please insert additional boxes if required.



Section D. Candidate declaration

I confirm that:

- I have read the guidance document '*Guide to Accredited Grades for Leaving Certificate 2021 For (a) Out-of-School Subjects, and (b) Out-of-School Learners*' and agree to cooperate with all procedures contained therein
- I have received permission from all teacher/tutors listed on this form to share contact information to support my application
- I agree to the Accredited Grades Aide in the school making contact with my teacher(s)/tutor(s) named in order to receive information for this process
- All information provided by me on this information form is correct.

Signature:	Date:
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The above declaration must be signed. If the form is completed digitally, then it must be printed out and signed.



Appendix 1: Suggested text- school receipt of information form

Suggested text which may be used by the school to acknowledge receipt of a candidate's information form.

Name of school

Address

Date

Dear _____,

I wish to acknowledge receipt of your information form with respect to the Accredited Grade process as [an out-of-school learners or student studying a subject outside of school] ~~delete~~ *as appropriate.*

You will be contacted in due course if further information is required.

Yours sincerely,

Principal