

Parents Notify Video Script

Welcome to **Parents Notify**, a service provided by the National Council for Special Education.

Parents Notify is designed to support parents and guardians who are seeking a Special Class or Special School placement for their child in the 2027/2028 school year.

Getting started is simple.

Visit www.ncse.ie and complete the Parents Notify online form.

Before you begin, you will need to have the following information ready:

- Your child's PPS Number
- Date of birth
- Home address and Eircode
- Relevant professional reports, such as a psychological assessment

If your child is currently attending school and you have a **Student Support Plan**, we would also ask you to provide a copy. If you do not currently have this document, or your child has not yet attended school, you can provide it later. Not having a Student Support Plan will not delay the review of your notification.

Completing the form should take approximately **3 to 5 minutes**.

Once you submit the form, you will receive a confirmation email containing your unique reference number.

We will then review the information and documents you have provided.

If any additional information is needed, we will contact you directly.

Once the review is complete, your local SENO will contact you with the outcome.

If you need help completing the form, support is available.

Your local SENO can guide you through the process and answer any questions you may have.

You can find contact details for your local SENO on the NCSE website at www.ncse.ie.

Following the review, we will provide you written confirmation of the outcome.

If the information provided shows that your child meets the relevant criteria, you will receive a **Letter of Eligibility**.

This letter is essential when applying to Special Classes and Special Schools.

It's important to remember that **Parents Notify is not an application for a school place**.

You must still apply directly to schools for enrolment.

We encourage you to regularly check schools' Admission Notices and enrolment timelines to ensure that applications are submitted on time.

We understand that finding the right educational placement for your child is important.

The NCSE is here to support you throughout the process.

If you have any questions, please contact your local SENO or visit www.ncse.ie for more information.