

## Applying to a New School

Preliminary eligibility calculates accordingly. Read the full terms of the schemes [here](#).

### To select the school:

1. Click the student's tab to open it.
2. Click **Select School**. The *Select School* page opens.

**Select School**

For student: Anthony Kenny

School Year\*: 2014/15

From Date\*: 03/03/2015

To Date: end of school year

County\*: < Select here... >

School's Townland\*: < Select here... >

School type\*: < Select here... >

School\*: < Select here... >

Class/year\*: < Select here... >

Continue Cancel

How do I use the map?

If the map does not display - please zoom out.

3. Enter the details needed.

Field	Description	Recommended/Valid Values
<i>For student</i>	Student applying for transport.	Added automatically.
<i>School Year</i>	Academic year for which to apply. <b>Note:</b> Apply for the new school year that commences the following August by the last Friday in April.	Select the school year.
<i>From Date</i>	Date from which the student travels. Defaults to the beginning of the current school year.	Added automatically.
<i>County</i>	County in which the school operates.	Select the county.
<i>School's Townland</i>	Townland in which the school operates.	Select the townland.
<i>School type</i>	Academic level of the school.	Select as needed: <ul style="list-style-type: none"> <li>• <i>POSTPRIMARY.</i></li> <li>• <i>PRIMARY.</i></li> </ul>
<i>School</i>	School for which to apply.	Select the school.
<i>Class/year</i>	Primary class or post-primary year.	Select the class/year.

4. Click **Continue**. Your *Preliminary Eligibility Result* calculates.

Result	Meaning
<i>Eligible</i>	You meet the terms and are valid for transport.
<i>Concessionary</i>	<p>You are <b>Not Eligible</b>:</p> <ul style="list-style-type: none"> <li>The distance is less than that required.</li> <li>A closer school is available.</li> </ul> <p>You can apply for <i>Concessionary Transport</i>.</p>

Your Local Office then evaluate the eligibility in more detail. Click the on-screen link for more information on Concessionary Transport, if needed.

**Note:** This is Preliminary Eligibility Result and is subject to review when your application is processed

5. Click **Apply** to apply according to your eligibility.

## Applying For Transport

Your Local Office log and process your application and notify you accordingly by email.

Service Available	Notification
Yes	At the beginning of July when payment is due.
No	In the weeks after your application.

Check the status that appears regarding service availability:

- *Sorry - There is no service available at this time.*
- *Sorry - There are currently no seats available.*
- *Sorry - There is no service available.*

For any queries on your application or service availability, contact your Local Office by email.

Check the *Travel Details* on the student tab for information on each trip. The details are the same as those on the ticket:

- *To School*: Stop Name of Pick Up Point.
- *From School* (if the pm route is different from the am route): Stop Name of Set down Point.

**Travel details (School Year: 15/16)**

To School: Drom An Iuir/Druminure