

# The first step for your child's Special School or Special Class placement for September 2026



SUBMIT YOUR FORM BY  
1ST OCTOBER 2025



## What is Parents Notify?

Parents Notify is an online form to let the NCSE know that you are seeking a place for your child in a Special Class or Special School. Once the form is submitted, the NCSE will review your information. If the reports meet the criteria, you will receive an eligibility letter, which is required when applying for a Special Class or Special School placement. If you already have an eligibility letter, you don't need to complete the form. Please contact your SENO for an updated eligibility letter. If you are unsure whether you need to fill out the form, please [contact your local SENO](#).



## What You'll Need

To complete the online form, you'll need:

- Professional reports supporting a placement
- Your child's PPS number
- Date of birth
- Eircode



## What Happens Next?

Once you've submitted the form:

- You'll receive confirmation.
- We'll check eligibility for special school or Special Class placement.
- Your local SENO will contact you directly.

Submitting this form is not the same as applying to a school for placement'



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um Oideachas Speisialta  
National Council  
for Special Education

