



16th January 2024

Dear 6th Year Student/Parent/Guardian

In Circular Letter S05/24 issued on 16th January, the requirement is outlined for all Leaving Certificate candidates to register and create an account on the Candidate Self-Service Portal (CSSP), confirm their personal details, subjects, level entry details and add or delete subjects from their record. The portal will open on 17th of January, and it will close on Friday 2nd February at 12 noon. Candidates will not be able to add additional subjects after the portal closes on Friday 2nd of February.

Candidates will need their examination number, Personal Identification Number (first four digits of the candidate's PPS number), an email address and mobile phone number to log on to the CSSP. The State Examinations Commission will communicate directly with the candidate through this portal, for preparation for exams, issuing of results, viewing scripts and processing of appeals. If you require assistance with registration on the Candidate Self-Service Portal, please feel free to contact Ms. Boland (Yearhead)

Kind regards,

Yours sincerely,

Paul Fogarty

Principal

Martina Butler

Deputy Principal