

Párola Cúntóir Riachtanís Speisialta,
An Roinn Oideachais agus Eolaíochta,
Cor na Madadh,
Baile Átha Luain,
Co. na hIarmhí.



Special Needs Assistants Payroll,
Department of Education and Science,
Cornamaddy,
Athlone,
Co. Westmeath

Circular PD 23/04

TO BOARDS OF MANAGEMENT, PRINCIPALS AND SPECIAL NEEDS ASSISTANTS IN PRIMARY SCHOOLS

Information Note on the completion of Quarterly Return Forms

The quarterly return forms should be completed in respect of all Special Needs Assistants in your school. They should be completed and returned even where there has been no absence during that quarter. You are reminded to refer to the latest [Brief Absences Circular - 18/04](#), when completing the return forms.

- If a Special Needs Assistant is absent due to compassionate leave, please state the relationship of the deceased to the SNA.
- Absences in relation to In-service Days/School Planning Days and School Tours should only be recorded on the form if the Special Needs Assistant **was requested to but did not attend/did not carry out appropriate duties**.
- If a Special Needs Assistant is absent on sick leave, please state in all instances whether certified or uncertified.
- If an SNA is absent for more than 3 days on certified sick leave a form MC1 should be returned to the **SNA Payroll Section, Department of Education and Science, Athlone, Co. Westmeath** at the time of the absence. Otherwise, payment in respect of these days may be deducted from the salary of the SNA. This form is available from the SNA's doctor.

This circular should be retained for future reference in the school. Copies of the quarterly return forms, **(SEE BELOW)** the [Brief Absences Circular 18/04](#) and this circular can be accessed on the Department of Education & Science website at www.education.ie under Education Personnel / Special Needs Assistants. Please note that queries regarding this Circular may be E-Mailed to sna_pay@education.gov.ie

P. Maloney,
Principal Officer.

November 2004.

[Period September – December, 2005](#)

[Period January – March, 2005](#)

[Period April – June, 2005](#)

[Period July – August, 2005](#)