



25th May 2020

URGENT: IMMEDIATE ACTION REQUIRED

Re: Leaving Cert 2020 Levels Portal

Dear 6th Years,

Please read carefully the two additional documents from the DES on the school website. These explain that you will have to follow the link www.gov.ie/leavingcertificate to a webpage where you click another link entitled **Calculated Grades Student Portal** to confirm your subject levels for the Leaving Cert 2020 Calculated Grades process. Every student must do this, even if you are not changing any levels. You will not be able to move up a level. **This portal will be accessible for a limited period from 1000am on Tuesday 26th May 2020 until 1000pm Thursday 28th May 2020.**

To Register, you will need your **PPS Number** and your **Leaving Cert Exam Number**. If you cannot find your exam number for any reason, please contact the school on (057) 9332292 between 900am and 400pm, or email principal@mercykilbeggan.ie at any time. This process is essential for your Leaving Cert and it must be completed within the very limited aforementioned timeframe.

Leaving Cert students who are taking extra subjects outside of school

If you are taking an extra subject outside of your normal school classes it is essential that you **inform us about this immediately**. Please email principal@mercykilbeggan.ie with the -

Name of the Subject and Level to be taken;

Name and Contact Details of your Subject Tutor

Kind Regards,

Mr Farrell

Ms Gallen