



Coimisiún na Scrúduithe Stáit

State Examinations Commission

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Leaving Certificate 2026

Candidate Entries Final Reports

S82/25

TO THE BOARDS OF MANAGEMENT/AUTHORITIES OF SECOND-LEVEL SCHOOLS AND CHIEF EXECUTIVES ETB'S AND MANAGEMENT OF OTHER CENTRES OF EDUCATION PROVIDING LEAVING CERTIFICATE EXAMINATIONS IN 2026

Dear Principal,

The State Examinations Commission's (SEC) Candidate Self Service Portal (CSSP) was opened from 2pm on Tuesday 21st October to 5 pm on Friday 07th November. The Portal opened to allow Leaving Certificate candidates the opportunity to **register and activate their Candidate Self Service Portal account and to review and confirm their Subjects and Levels** entry details. This information is now being provided to you via the Entries Report.

New for 2026: The Entries report provides details by candidate of the subjects in which the candidate has indicated their intention to sit Leaving Certificate examinations. This information will be available via the schools portal on Friday 05 December 2025 and no longer will be provided via post as in previous years.

On the day of the written examinations, candidates will be able to change their level in any subject if they so wish.

An asterisk* beside the name of a candidate on the Entries report denotes where a **candidate has not** registered and/or a candidate who registered but did not confirm their choices through the Candidate Self Service Portal. In the absence of other information and to provide these candidates with every opportunity to complete the 2026 Leaving Certificate, their subject/level options will be defaulted to the subjects/levels entered initially. They will also continue to be included in the SEC's records of those who will sit examinations and schools will be required make provision for them to sit their examinations.

Please ensure candidates information is correct in relation to Music elective choice and request to sit examination through Irish medium.

Update of Candidate Name/Date of Birth or both

Candidates had the opportunity to update their name/date of birth or both on the portal if they were incorrect.

If a candidate in your school amended their details, We would ask now that you verify the information is correct.

Review of the Data on the Entries Report.

The issue of the Entries Report documentation to schools at this time presents an opportunity to view the data presented after the candidates submitted their choices.

If there is a genuine error in any candidate's entry, the school must complete the relevant form, (which are located at the bottom of this circular) and scan and email the form to entries@examinations.ie on or before **11th December 2025**.

Please enter the following in the subject line : Update LC Data Request Form followed by your School Roll Number. This will make it easier for the section to identify school updates.

If you have already emailed a copy of a new candidate form (REF 0231) or a candidate withdrawal form (0232), please do not resend them. We are processing these at the moment, so these won't appear on your Entries Report at this time, but these will appear on your Entries report that will reissue again early in 2026.

The SEC will not make any changes to the data at the request of schools without the input of the candidate. The school must confirm on the relevant form that they hold written confirmation from the candidate(s) to make the requested change on their behalf. The written permission should be retained by the school and should be available to the SEC on request.

Please bring the contents of this circular to the attention of the relevant personnel in your school and engage with teachers, candidates and parents as appropriate.

In recognition that some candidates may wish to make changes to subjects/levels ahead of the examinations, the CSSP will re-open in Early 2026 to allow Leaving Certificate candidates to make their final choices. On conclusion of this latter phase, the SEC will provide an updated Leaving Certificate Entries report for review and confirmation.

Data Privacy and GDPR Compliance

GDPR lays out responsibilities for organisations to ensure the privacy and protection of personal data. Data Protection is an EU fundamental right for all individuals. All organisations that collect, control or process personal data are required under law to make sure that the data they collect is obtained fairly, stored securely and retained for no longer than is necessary. Therefore, you have a responsibility in how you manage personal data and must ensure that all documentation that contains personal data is stored securely and only used for the purpose it was obtained. Access to all documentation should be restricted to authorised staff only.

There is a requirement on organizations to report personal data breaches to the relevant supervisory authority, where the breach presents a risk to the affected individuals. The SEC will

undertake a risk assessment and as necessary will notify the Data Protection Commissioner (DPC) in line with its obligations.

If your school has received a list of candidates from the SEC which is proper to another school, this should be reported immediately to the SEC's Data Protection Officer by sending an e-mail to dpo@examinations.ie.

Examination Fees 2026

Following the 2026 Budget announcements, the SEC has been advised that the temporary measures that applied for the past number of years, under which examination entry fees were waived, are not in place for 2026. Accordingly, examination entry fees will apply in 2026 at the same level as when they were last charged in 2019; that is €116 per entry for a Senior Cycle/Leaving Certificate candidate and €109 per entry for a Junior Cycle candidate. Full details of the fee collection arrangements will be notified to school authorities by the SEC in due course and the examination entry arrangements will proceed independently of the fee collection arrangements. It should be noted that the rate of examination fees which will apply for the 2026 examinations has not been increased since 2012. In line with the arrangements which applied when fees were last charged, candidates who hold a full medical card, or who are covered for all services on a parent or guardian's full medical card, are exempt from examination fees. You are asked at this stage to ensure that candidates and their families are made aware that fees will apply for entry to the 2026 State examinations and of the longstanding fee alleviation arrangements for full medical card holders or their dependents

Thank you for your attention to these important matters and for your continued co-operation and support in the arrangements for the 2026 Leaving Certificate.

Michael McDonnell
Assistant Principal Officer
Entries Section
State Examinations Commission

New Candidate Entry for Leaving Certificate Examinations 2026 Request Form

School Roll No: _____ School Name & Address: _____

_____ Phone No _____

Has this candidate moved from another school if known please provide details:

Candidate Details

Candidate Name: _____
(Please Print Name)

Date of Birth: _____

PPSN: _____

Subject	Level	Irish Paper required Y/N

Principal/Manager, I, the certify that;

- 1) The above candidate should be entered for the above subjects and levels for the Leaving Certificate 2026.

Principal/ Manager (Print Name) _____

Signature of Principal/Manager _____ Date _____

For official use by SEC.

Signature (Entries): _____

Withdrawal from Leaving Certificate Examinations 2026 Request Form

REF:0232

School Roll No: _____ School Name & Address:

_____ Phone

No _____

Candidate Exam No.	Candidate Name	Date of Birth	PPS Number

I, the Principal/Manager, certify that;

- 1) I hold written confirmation for the above candidate(s) and confirm that they wish to withdraw from the Leaving Certificate 2026 in its entirety.

Principal/ Manager (Print Name) _____

Signature of Principal/Manager _____ **Date** _____

For official use by SEC.

Signature (Entries):

Additional Subject Request Form for Leaving Certificate 2026

REF:0234

School Roll No: _____ School Name & Address:

Phone

No _____

Exam No	Candidate Name	Subject (If you are adding Music Higher Level please confirm elective ie Performing/Composing/Listening)	Level A/G/C/B	Confirmation that the candidate has followed a programme of study in this subject since the beginning of the Senior Cycle (Y/N)

I, the Principal/Manager, certify that;

- 1) I hold written confirmation for the above candidate(s) and confirm eligibility of above candidate(s) and that they wish to enter for the above subject(s) for the Leaving Certificate 2026 examinations.

Principal/ Manager (Print Name) _____

Signature of Principal/Manager _____ **Date** _____

For official use by SEC.

Signature (Entries):

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