

12/03/2025

Dear Guidance Counsellor,

In the coming days/weeks, CAO will begin emailing a number of applicants outlining some steps they must take to either supply, edit or remove examination data (click on this link for a copy of the email text - https://www.cao.ie/index.php?page=school_corr&bb=schools).

Emails will issue to applicants in the following instances:

Non-current year Leaving Certificate examination numbers have not been supplied by the applicant;

Leaving Certificate examinations have not been mentioned by the applicant, but CAO has come across LC examination data for the applicant and wants to ensure that the applicant did not unintentionally omit to include this data;

In the case of current year LC candidates, the CAO matching process did not find a corresponding examination record and their examination number is currently blank.

This email is not the Statement of Application email - this is an additional email arising as a result of CAO`s examination data checking and matching process.

This facility will be open to such applicants until 1 April. CAO will take the information supplied, update correct information and then send the Statement of Application email to all applicants in early May. At this point we will open the facility again until the end of May so applicants can submit amendments in response to the statement.

If you have any questions, please do not hesitate to contact CAO through the Contact facility at www.cao.ie/gc and we will get back to you as soon as possible.

Eileen Keleghan

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<http://www.cao.ie/>