Instructions for completion of Deployment of Teaching Resources (DTR) Returns 2026/2027

August 2026

1. General Directions

1.1 These instructions are intended as an overall guide only. Detailed instructions on producing the Deployment of Teaching Resources (DTR) (Timetabling) returns are available from the software supplier and are to be made available to each school using the software package.

1.2 DTR returns are a return of each teacher's timetable within the school as of the 1st September. It is a snapshot of the school's timetable on this date. There is no requirement to await the filling of vacant posts; the position as of the 1st September is what should be reflected in the Return.

1.3 Software Packages

Schools must generate their returns using software the output of which is compatible with the Department of Education IT systems.

Copies of the specifications are available to all interested software developers (contact the IT Unit at (01) 8892013 for details).

1.4 Content of the returns for the current school year

A complete DTR return consists of:

(a) data, including teacher data, as specified on the five electronic files referred to in 1.5 below.

(b) a completed T1 form, duly certified by the Principal / Management Authority, which provides basic school details. The form should be completed in black ink and in block capitals. **The T1 form must be retained in a secure manner in the school until requested**.

1.5 Requirement to check electronic files before storage in the school

Please ensure that the correct procedure for the generation of the DTR returns is followed as per the software supplier's instructions. The suppliers of timetable packages provide specific instructions on the procedures for the production of the return and schools are asked to adhere to these instructions.

The set of five files produced by the timetable package should contain the following five files only:

	For example:
T#schno.##A	TF12345A.26A
T#schno.##B	TF12345A.26B
T#schno.##C	TF12345A.26C
T#schno.##D	TF12345A.26D

T#schno.##E TF12345A.26E

In this example, these are the DTR files for school roll no. 12345A in 2026/27.

1.6 Generation of Returns

Timetable returns must be generated and submitted no later than **Thursday 24th September 2026**.

Any difficulties encountered in using the software packages to produce the relevant section of the DTR returns should be raised with the relevant package supplier.

2. Data Requirements

2.1 Overview

To ensure that the production of the DTR return for you school is accurate and meets the requirements of both the school and the Department, particular attention needs to be paid when entering the data items listed below.

2.2 School Data Directions

School Number

- Ensure that the correct six-digit number of the school as per the Department's approved list is used.

Period Set-up

- Ensure that the correct period set-up for the current school year has been used.

Should your school operate a parallel period set-up (i.e. simultaneously operate different set-ups for different programmes), **please contact your software provider**.

2.3 Teacher Data Directions

Please ensure that all teachers in your school have been included. The following teacher data items **are mandatory** and need to be checked carefully to ensure an accurate return is submitted:

(a) Reference Number - A reference number must be assigned to each teacher. The order in which teachers are assigned reference numbers is a matter for local management.

(b) Teacher Forename and Surname - Vowels with síneadh fada should be used where appropriate. Please note the software suppliers' instructions for the creation of síneadh fada.

(c) Qualifications - Enter each teacher's teaching qualifications.

(d) Gender - Enter the gender for each teacher – M for male and F for female.

(f) Post of Responsibility - If the teacher holds a post of responsibility, please enter the appropriate code:

Note: The most commonly used post descriptors are in bold print in the list below.

1. **Principal**
2. Deputy Principal
3. Grade A
4. Grade B
5. Super B post
6. **No post of responsibility**
7. Personal Entitlement - Principal
8. Personal Entitlement - Deputy Principal
9. Personal Entitlement - Grade A
10. Personal Entitlement - Grade B
11. **Deputy Principal**
12. Personal Entitlement - Deputy Principal
13. **Assistant Principal 1**
14. Personal Entitlement - Assistant Principal 1
15. **Assistant Principal 2**
16. Personal Entitlement - Assistant Principal 2
17. Director – Adult Education
18. Personal Entitlement - Director – Adult Education
19. Assistant Principal 1 – Adult Education
20. Assistant Principal 2 – Adult Education
43. **Programme Co-ordinator**

(g) Capacity - Enter the appropriate code:

P - Permanent Wholetime/Incremental

T - Temporary Wholetime/Incremental

CI - Contracts of indefinite duration
RP - Regular Part time

PT - Part-time.

PF - Teachers employed privately by the school.

V - Voluntary Teachers

Please note that only teachers are to be returned. A timetable is not to be returned for special needs assistants or PME (Professional Master of Education) students engaged in school placement.

(h) Teacher Job-sharing – tick the job-sharing indicator as appropriate. This section applies only to incremental staff.

(i) Long Term Absence - In the case of a permanent teacher being on Maternity/Parental/Adoptive/Long Term Sick/Carers/Study Leave or Secondment, **a complete return should be made for this individual, giving details of their timetable hours. A return should also be sent in for the substitute teacher using a different reference number.**

(j) Career Break - Teachers who are absent from the school on career break for the teaching year should not have a return made by the school for them.

(k) Other School - In some instances, an incremental teacher may complete his/her requisite hours by teaching in another school. Where this occurs, the appropriate six-digit roll number for the other school(s) should be entered i.e. 60000M, 70000S etc. Schools should provide the full details of the teacher's activity in their own school and the time spent in aggregate by the teacher in the other school(s). Please also see the non-class contact timetabled hours section 3.4 (f) below.

(l) Last School - Where a teacher has joined the staff of the school in the current school year, please indicate the school, if any, where the teacher was teaching in the last school year. The appropriate six-digit roll number for the other school(s) should be entered i.e. 60000M, 70000S etc.

2.4 Non-class contact timetabled hours / other timetabled hours

This refers to a teacher's timetabled activity that does not involve the direct instruction / supervision of whole class groups. Timetabled activity relating to the general student body rather than to specific class groups should also be included. Examples may include Principal/Deputy Principal duties, meetings including SLAR meetings, professional time, career guidance, counselling (one-to-one), one-to-one or small group teaching support for additional student needs, home school liaison duties, programme co-ordination, supervision, assembly / registration, etc. The above activities **MUST NOT** be entered into the timetable under class contact.

The software provides for the recording of such non-class contact time. Non-Class Contact hours are to be described under the following headings:

(a) Home School Liaison - Timetabled hours assigned to the teacher for Home School Liaison duties each day.

(b) Guidance and Counselling - Time spent (timetabled) on one-to-one counselling each day.

(c) One-to-one or small group teaching support for additional student needs (formerly referred to as "Remedial")

(d) Programme Co-Ordination - Where the teacher is timetabled as a co-ordinator for a particular programme, e.g. LCVP, Transition Year, etc. Please specify the programme to which the co-ordination applies and the time spent by the teacher on those duties each day. The programme code must be entered and be a valid code as described in **3.5(b) Class Contact.**

(e) Other - Where a teacher is timetabled for activities not included at a - d above the following information is required:

- a the **nature of the activity** involved e.g. professional time, meetings, etc.;
- b the **programme code** to which it applies (where relevant). The programme code where entered must be a valid code as described **in 3.5(b) Class Contact**.
- c the **time** spent on those duties each day.

(f) Timetabled hours in other schools - Where a teacher is timetabled to fulfil their hours, either class contact, non-class contact or both, then those hours need to be entered including the school roll number of the other school.

(g) Day – **total daily hours** must be entered for **(a) to (f)** above under the relevant day of the week.

2.5 Class contact timetabled hours

For each class contact period, please ensure that the following items have been entered to the software package in respect of the class group concerned:

(a) Subject - In the first instance, the same code for the subject that is defined in PPOD should be used. If a code is not available that corresponds to the subject being taught, please use the complete subject title.

Please note in the case of

Religion - code 217 - Religion Class – with no state examination code 220 - for main stream Junior Certificate Exam code 223 - for main stream Leaving Certificate Exam

Resource - Resource is to be entered in class contact hours under the relevant code for the subject e.g. Leaving Certificate English Resource code 001 – English & school subject title should read Resource

Codes for new Junior Cycle short courses:

Subject codes used should be the same as those used in PPOD.

(b) Programme Code – Only the following programme codes should be used;

Programme	Code	Year
Junior Certificate	8	1,2,3
Junior Certificate Schools Programme	9	1,2,3
Transition Year	7	1
Leaving Certificate	2	1,2
Leaving Certificate Applied	10	1,2
Leaving Certificate Vocational Programme (LCVP)	4	1,2
Vocational Preparation and Training 2 (VPT2)	6	1,2,3
Core Group VTOS	20	1,2,3
Repeat Leaving Certificate	1	1

(c) Programme Year - Please enter the programme year associated with the class group e.g. 1, 2 etc.

(d) **Class Size - The number of pupils associated with each class grouping taught by the teacher should be entered. The information sought here is crucial to the planning of appropriate educational services. It is not acceptable to enter spurious data in order to bypass this field.**

(e) Team Teaching - If there is team teaching please contact your software provider to assist you in entering same correctly.

(f) Medium - Where a subject (apart from Irish) is being taught to a class group through the medium of Irish, this fact should be flagged by entering a "G" in the appropriate indicator field.

3. Generation of DTR Returns

3.1 DTR returns generation guidelines

The process of generating the computerised element of the returns will involve the following steps:

(a) Entry of all of the necessary data to the software package, as per instructions in Section 3 and supplier's directions.

(b) Select the option to produce the Timetables.

(c) Select the option to Validate Data. The data to be returned will then be checked by the software package. Where errors are encountered, the relevant error message will be displayed e.g. "The subject code XXX is invalid". **All errors must be corrected before progressing to the next step.**

(d) When all validation errors have been eliminated, select the "Output Entire Returns" option in order to generate the computerised element of the returns, comprising:

(i) 5 Timetable Return files named as per 1.5 above
(ii) A Print Report consisting of:

- a TL1 containing the School Period Set-up
- a TL3 containing summary details of teaching hours per teacher.

Note – While the existing software package may still produce this information automatically, such information (TL1 and TL3) ***is for your own records and*** should **not** be submitted to the Department.

It is very important that all of the above are produced during one run (i.e. without exiting the Output Entire Returns option).

FOLLOWING GENERATION, THE RETURN MUST BE TRANSMITTED TO THE DEPARTMENT VIA THE ESINET PORTAL BY THE REQUIRED DATE.

A short guide to assist users in uploading the returns via the EsiNet portal is available on the Gov.ie website at: https://www.gov.ie/en/service/1d925e-deployment-of-teaching-resources-returns/

Information regarding the use of the Esinet site is available at:
http://www.esinet.ie/help/Esinet/Login/LoginTOC.htm