

# **Guidelines on Using eForm A to Report Student Leaving/Absence from School**

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## A. General Guidelines on Using eForm for Student Information Management System (STIM)

### I. How to enter the eForm for Student Information Management System (STIM)

The eForm for STIM is an application in the School Portal. You may access the School Portal logon page at the following url:

<http://scp.edb.gov.hk>

Alternatively, you may access the page in EDB Homepage as shown in the following screen:

The screenshot shows the EDB homepage with a navigation menu on the left. The 'School Administration' section is expanded, and 'School Portal' is highlighted with a red circle. Other visible links include 'Regulations', 'Administrative Arrangements for Specialised Teaching', 'Copyright Matters', 'Data Collection Year Planner', 'Director of Audit's Report on Primary Education', 'Effective Use of Resources in Schools', 'Guidelines for Granting of Leave', 'Meal Arrangements in Schools', 'Measures to Relieve Teachers' Workload', 'Prevent Avian Flu & other communicable diseases', 'Principles of Equal Opportunities', 'Safety & Insurance', and 'WebSAMS'. A 'What's New' section lists recent news items with dates and titles.

At the logon page, enter the Login Name and Password and click <Logon>.

The screenshot shows the logon page for the School Portal. At the top, it displays the Education Bureau logo and name in Chinese and English. The main heading is '學校入門網站' (School Portal) and 'School Portal'. Below this, there is a 'Please log In' section with a form for '登入名稱/Login Name' and '密碼/Password'. The login name field contains 'B123456000123' and the password field is masked with dots. A '登入/Logon' button is to the right. At the bottom, there are two links: '更改學校入門網站密碼' (Change Password for School Portal) and '下載重設密碼表格' (Download form to reset password).

After logging in the portal, the following selection menu will appear.



The screenshot shows the Student Information Management System (STIMS) interface. At the top, it displays "Student Information Management System" and "學生資料管理系統". Below this, there are radio buttons for "English" (selected) and "中文". A dropdown menu is open, showing "Form A - Report Of Student Leaving / Absence From School". At the bottom, there is a "Confirm 確定" button.

To enter a particular eForm, select the eForm from the selection menu and click "Confirm".

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## II. Before you start...

- Get a copy of the Guidelines for the Student Information Management System (STIMS), SPA Section, EDB, September 2009 Edition (Location: EDB website > Kindergarten, Primary and Secondary Education > Education System > School Places Allocation Systems > Student Information Management System) and read it carefully. You may need to refer to the Guidelines in updating the eForm.

## III. Save the eForm regularly and frequently

- Please save the eForm REGULARLY and FREQUENTLY.
  - This helps to prevent data loss due to system problems.
  - The eForm will conduct a checking on the data when it is saved. If the eForm contain errors, it will display error message of the first error encountered. Please read the error message carefully. After you confirm the error message, the eForm will move the cursor to the error concerned. Please correct the error and save the eForm again.
  - If the eForm contains many errors, it will take a long time to correct all errors one by one. You should therefore save your eForm frequently and avoid updating too many students without saving your eForm.

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## B. Guidelines on Using eForm A

eForm A is an eForm for reporting students leaving / absence from school.

### I. Tips for filling in the eForm A

- In the eForm, all the fields marked with “\*” is mandatory. This means that you must fill in all these mandatory fields. If there is any unfilled mandatory field, the eForm cannot be saved. Therefore, please make sure that all the information is ready before you update the eForm.
- Please input all Date fields with the format ‘DD/MM/YYYY’. Do not forget to put the ‘/’ between DD, MM and YYYY. For example, to input the date 11st August, 1995, enter “11/08/1995”.
- Once the eForm A is submitted, all the data will be submitted and cannot be retrieved and re-submitted again. Please make sure you have verified all records and printed them (either in the form of hardcopy or softcopy) for filing purpose before submitting the eForm A.

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## II. Select the Language group

If your school operates more than one Language Group (e.g. one Anglo-Chinese and one Chinese), you must select the appropriate Language Group.

Education Bureau

Student Information Management System - Form A  
Report Of Student Leaving/Absence From School

[GUIDELINE](#)

DEMO SCHOOL 1 測驗學校一 (100340-0001-2-1)  
PRIMARY - AM

Language :	ANGLO-CHINESE - 英文部
Status :	Save
Last Save Time :	26/06/2007 14:30:03
Last Submit Time :	26/06/2007 14:40:17

**Important: In reporting P1-S5 students, the information of the Parent/Guardian and Student Home Address must be entered.**

\* = Mandatory fields

 Insert Record

[Print](#) [Save](#) [Exit](#) [Submit Form](#)

Remember: Always save your work before switching to work on another Language Group.

## III. Add a new record of student leaving / absence from school

When you open a new eForm A or you have submitted your eForm for the last time, a blank eForm will be displayed.

Education Bureau

Student Information Management System - Form A  
Report Of Student Leaving/Absence From School

[GUIDELINE](#)

DEMO SCHOOL 1 測驗學校一 (100340-0001-2-1)  
PRIMARY - AM

Language :

Status : Save  
Last Save Time : 26/06/20xx 14:50:05  
Last Submit Time : 26/06/20xx 14:40:17

**Important: In reporting P1-S5 students, the information of the Parent/Guardian and Student Home Address must be entered.**

\* = Mandatory fields

To add a new record of student leaving / absence from school, click “Insert Record”

Education Bureau

Student Information Management System - Form A  
Report Of Student Leaving/Absence From School

[GUIDELINE](#)

DEMO SCHOOL 1 測驗學校一 (100340-0001-2-1)  
PRIMARY - AM

Language :

Status : Save  
Last Save Time : 26/06/20xx 14:50:05  
Last Submit Time : 26/06/20xx 14:40:17

**Important: In reporting P1-S5 students, the information of the Parent/Guardian and Student Home Address must be entered.**

\* = Mandatory fields

A blank student particulars data form will be displayed. All fields marked with an asterisk “\*” are mandatory. You must fill in all mandatory fields for each student. Please also input as many non-mandatory fields as possible.

Student Particulars		Parent/Guardian Information - Please Fill in either Chinese or English	
		English	Chinese
STRN*	<input type="text"/>		
Student Name*	<input type="text"/>	Parent/Guardian Name	<input type="text"/>
Sex	<input type="text"/>	Relation	<input type="text"/>
DOB(DD/MM/YYYY)	<input type="text"/>	Occupation	<input type="text"/>
Class Level Last Attended*	<input type="text"/>	Contact Telephone	<input type="text"/>
Last Day of Attendance (DD/MM/YYYY)*	<input type="text"/>	Mobile Telephone	<input type="text"/>
Leaving / Absence Reason*	<input type="text"/>	<b>Student Home Address</b>	
Home Telephone	<input type="text"/>	Flat	<input type="text"/>
SGO/SGT/SGP/Social Worker Case	<input type="checkbox"/>	Floor	<input type="text"/>
		Block	<input type="text"/>
		Building	<input type="text"/>
		Estate/Village	<input type="text"/>
		Street No./Street	<input type="text"/>
		District	<input type="text"/>
<b>Further Information</b> <input type="checkbox"/>			

#### IV. Completing the new record in eForm A

In completing the new record in eForm A, please take note of the following points.

- a. For students aged below 15

For students aged below 15, **all** data items should be entered. The name, telephone and/or mobile phone number(s), Occupation of Parent/Guardian and the Student Home Address entered are to facilitate the Non-attendance Cases Team to enforce policy on universal basic education.

Student Particulars		Parent/Guardian Information - Please Fill in either Chinese or English																																											
STRN*	A0000003																																												
Student Name*	CHAN SIU MAN																																												
Sex	M																																												
DOB(DD/MM/YYYY)	01/01/1999																																												
Class Level*	P1																																												
Last Day of Attendance (DD/MM/YYYY)*	01/01/2006																																												
Leaving / Absence Reason*	01-OVERSEAS STUDY																																												
Home Telephone	12345678																																												
SGO Case	<input type="checkbox"/>																																												
		<table border="1"> <thead> <tr> <th></th> <th>In English</th> <th>In Chinese</th> </tr> </thead> <tbody> <tr> <td>Parent/Guardian Name</td> <td>CHAN TAI MAN</td> <td></td> </tr> <tr> <td>Relation</td> <td>01-FATHER</td> <td></td> </tr> <tr> <td>Occupation</td> <td>TEACHER</td> <td></td> </tr> <tr> <td>Contact Telephone</td> <td>87654321</td> <td></td> </tr> <tr> <td>Mobile Telephone</td> <td>98765432</td> <td></td> </tr> <tr> <td colspan="3"><b>Student Home Address(English):</b></td> </tr> <tr> <td>Flat</td> <td>A</td> <td></td> </tr> <tr> <td>Floor</td> <td>10</td> <td></td> </tr> <tr> <td>Block</td> <td>1</td> <td></td> </tr> <tr> <td>Building</td> <td>LUI KEI BUILDING</td> <td></td> </tr> <tr> <td>Estate</td> <td></td> <td></td> </tr> <tr> <td>Street</td> <td>269 QUEEN'S ROAD</td> <td></td> </tr> <tr> <td>District</td> <td>B - WAN CHAI</td> <td></td> </tr> </tbody> </table>			In English	In Chinese	Parent/Guardian Name	CHAN TAI MAN		Relation	01-FATHER		Occupation	TEACHER		Contact Telephone	87654321		Mobile Telephone	98765432		<b>Student Home Address(English):</b>			Flat	A		Floor	10		Block	1		Building	LUI KEI BUILDING		Estate			Street	269 QUEEN'S ROAD		District	B - WAN CHAI	
	In English	In Chinese																																											
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Estate																																													
Street	269 QUEEN'S ROAD																																												
District	B - WAN CHAI																																												
Further Information <input type="checkbox"/>																																													

- b. For students aged 15 or above

For students aged 15 or above, only data items from the first item to “Reason for Leaving/Absence from School” should be entered. If they left after completion of the current school year, schools needs not submit the eForm A.


Student Particulars		Parent/Guardian Information - Please Fill in either Chinese or English																																											
STRN*	A0000003																																												
Student Name*	CHAN SIU NAM																																												
Sex	M																																												
DOB(DD/MM/YYYY)	01/01/1990																																												
Class Level*	P6																																												
Last Day of Attendance (DD/MM/YYYY)*	01/01/2006																																												
Leaving / Absence Reason*	01-OVERSEAS STUDY																																												
Home Telephone																																													
SGO Case	<input type="checkbox"/>																																												
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	In English	In Chinese																																											
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Estate																																													
Street																																													
District																																													
Further Information <input type="checkbox"/>																																													

If there are more than one students leaving / absence from school, you can click “Insert Record” again to create another record. Remember to save the eForm A after inputting data for each record.

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## V. Delete a record of student leaving / absence from school

If you have inserted a new record that is not required, you have to delete it. To delete a record, click the “X “ button at the end of the record.

Student Particulars		Parent/Guardian Information - Please Fill in either Chinese or English	
STRN*	<input type="text" value="A0000003"/>	<b>In English</b>	<b>In Chinese</b> 
Student Name*	<input type="text" value="CHAN SIU MAN"/>	Parent/Guardian Name	<input type="text" value="CHAN TAI MAN"/>
Sex	<input type="text" value="M"/>	Relation	<input type="text" value="01-FATHER"/>
DOB(DD/MM/YYYY)	<input type="text" value="01/01/1999"/>	Occupation	<input type="text" value="TEACHER"/>
Class Level*	<input type="text" value="P1"/>	Contact Telephone	<input type="text" value="87654321"/>
Last Day of Attendance	<input type="text" value="01/01/2006"/>	Mobile Telephone	<input type="text" value="98765432"/>

A confirmation message will be popup. By confirming the message, the record will be deleted.


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## VI. Save the eForm

Always remember to save the eForm A frequently and regularly. To save the eForm A, click the Save button at the end of the eForm A.

By saving the eForm, it will carry out checking on the data it contains. If there is any error found, an error message will be popup.

Student Name*	<input type="text" value="CHAN SIU MAN"/>	Parent/Guardian Name	<input type="text" value="CHAN TAI MAN"/>
Sex	<input type="text" value="M"/>	Relation	<input type="text" value="01-FATHER"/>
DOB(DD/MM/YYYY)	<input type="text" value="01/01/1999"/>	Occupation	<input type="text" value="TEACHER"/>
Class Level*	<input type="text" value=""/>	Contact Telephone	<input type="text" value="87654321"/>
Last Day of Attendance (DD/MM/YYYY)*	<input type="text" value="01/01/2006"/>	Mobile Telephone	<input type="text" value="98765432"/>
Leaving / Absence Reason*	<input type="text" value="01-OVERSEAS STUDY"/>	<b>Student Home Address(English):</b>	
Home Telephone	<input type="text" value="12345678"/>	<input type="text" value=""/>	<input type="text" value=""/>
SGO Case	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>
		<input type="text" value=""/>	<input type="text" value=""/>
		<input type="text" value=""/>	<input type="text" value=""/>
		<input type="text" value=""/>	<input type="text" value=""/>
		<input type="text" value=""/>	<input type="text" value=""/>
		Street	<input type="text" value="269 QUEEN'S ROAD"/>
		District	<input type="text" value="B - WAN CHAI"/>

 Mandatory field missing:Class Level.

**Please read the error message carefully.** After you confirm the error message, the eForm will move the cursor to the error concerned. Please correct the error and save the eForm again.

If the eForm is saved successfully, the Status of the eForm will become “Save” and the Last Save Time will display the time you save the eForm.

## Education Bureau

Student Information Management System - Form A  
Report Of Student Leaving/Absence From School

[GUIDELINE](#)

DEMO SCHOOL 1 測驗學校一 (100340-0001-2-1)

PRIMARY - AM

Language :

Status : Save

Last Save Time : 26/06/20xx 14:50:05

Last Submit Time : 26/06/20xx 14:40:17

Important: In reporting P1-55 students, the information of the Parent/Guardian and Student Home Address must be entered.

Records saved successfully

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## VII. Print the eForm A

You can print hardcopy and softcopy of the eForm A for checking and filing purpose.

a. Print hardcopy of eForm A

To print hardcopy of the eForm A, click the “Print” button at the bottom of the eForm.

Estate	<input type="text"/>	<input type="text"/>
Street	269 QUEEN'S ROAD	<input type="text"/>
District	B - WAN CHAI	

Further Information

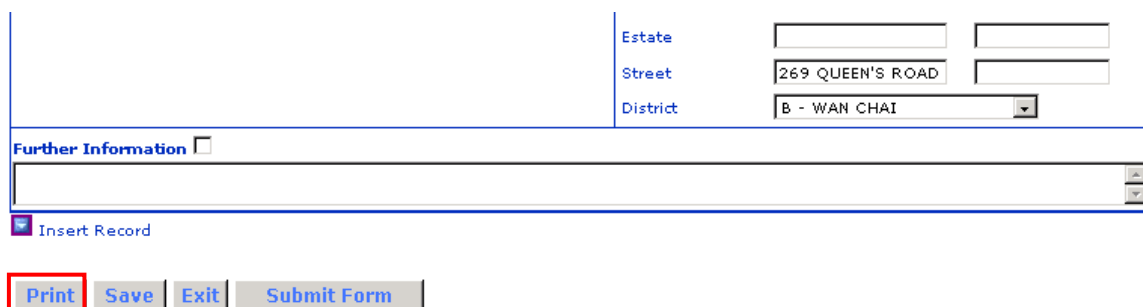
A “printing-friendly” eForm A will be generated and popup. In addition, the “printing” dialog box will popup also. The content of the dialog box will depend on individual PC's configuration. Please select the appropriate printer from the printer list and confirm printing.



After printing the eForm A, please close the “printing-friendly” eForm A.

b. Print softcopy of eForm A

To print softcopy of the eForm A, click the “Print” button at the bottom of the eForm.



The screenshot shows a web form with the following fields: Estate (two empty text boxes), Street (269 QUEEN'S ROAD), and District (B - WAN CHAI). Below these is a 'Further Information' section with a checkbox and a text area. At the bottom, there is an 'Insert Record' button and a row of four buttons: 'Print', 'Save', 'Exit', and 'Submit Form'. The 'Print' button is highlighted with a red box.

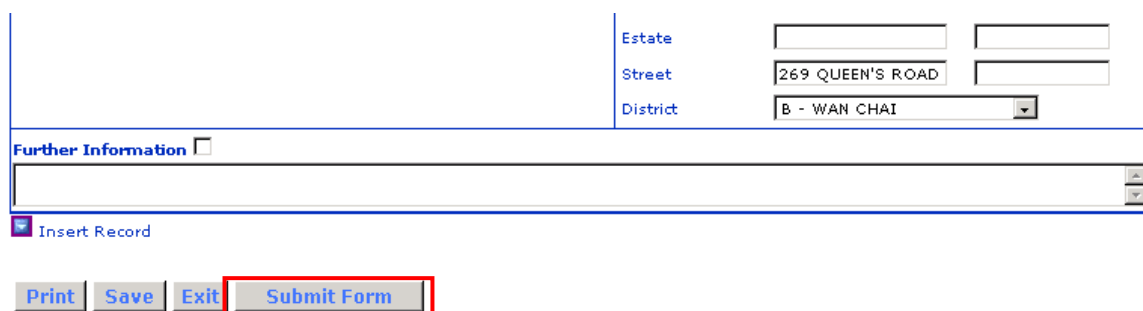
A “printing-friendly” eForm A will be generated and popup. In addition, the “printing” dialog box will popup also. Click “Cancel” to close the “printing” dialog box.

At the bottom of the “printing-friendly” eForm A, there is a “Save As File” button. Click the “Save As File” button and a “saving” dialog box will popup. The content of the dialog box will depend on individual PC’s configuration. Please select the location of saving the softcopy and enter the filename also.

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### VIII. Submit the eForm A

After updating the eForm A, you should check the correctness of the entered data. If you are sure that the entered data is correct, you may submit the data to EDB by clicking the “Submit Form” button at the bottom of the eForm A.



This screenshot is identical to the previous one, showing the same form fields and buttons. However, the 'Submit Form' button is now highlighted with a red box.

A confirmation message will be popup. By confirming the message, the eForm A will be submitted. If the eForm is submitted successfully, the Status of the eForm will become “Submit” and the Last Submit Time will display the time you submit the eForm. The message “Records saved and submitted successfully will be displayed also.

## Education Bureau

### Student Information Management System - Form A Report Of Student Leaving/Absence From School

[GUIDELINE](#)

DEMO SCHOOL 1 測驗學校一 (100340-0001-2-1)

PRIMARY - AM

Language :

Status : Submit  
Last Save Time : 26/06/20xx 15:11:07  
Last Submit Time : 26/06/20xx 15:11:15

**Important: In reporting P1-55 students, the information of the Parent/Guardian and Student Home Address must be entered.**

Records saved and submitted successfully

\* = Mandatory fields

Insert Record

Once an eForm is submitted, you cannot retrieve it again. Therefore, you may print the eForm A before submitting it for filing purpose.

## IX. Exit the eForm

To exit from the eForm A, click the "Exit" at the bottom of the eForm A.

Estate	<input type="text"/>	<input type="text"/>
Street	269 QUEEN'S ROAD	<input type="text"/>
District	B - WAN CHAI <input type="text"/>	

Further Information

Insert Record

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