

Guidelines on Using eForm Ac
to Make a Confirmation of Student Departure Cases
Reported with Reason “99 – Left School (Other Reasons)”

(Ver.:202312)

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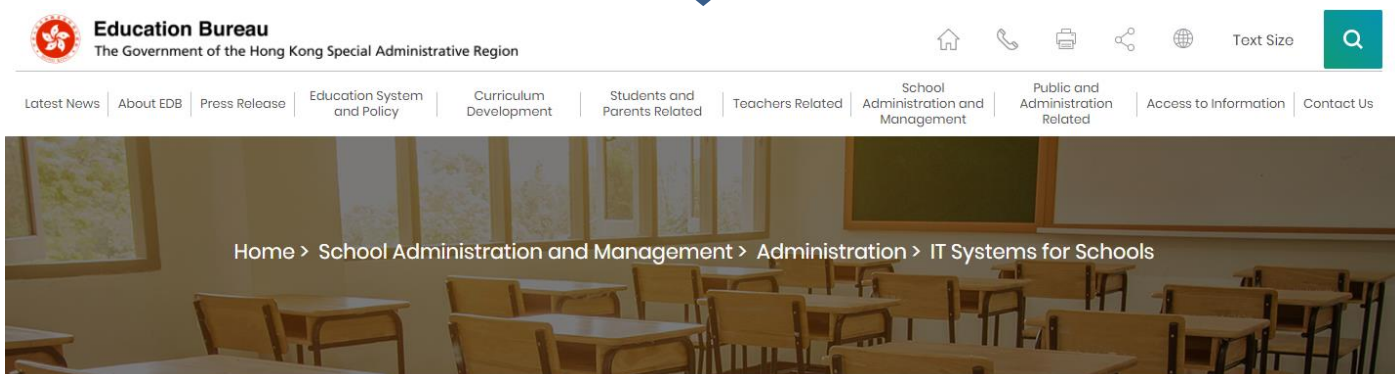
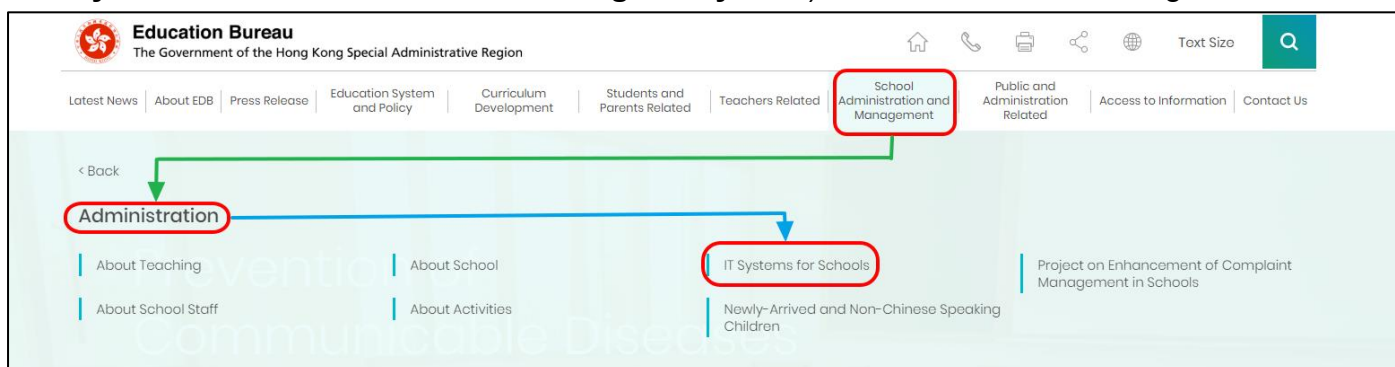
A. General Guidelines on Using eForm for Student Information Management System (STIMS)

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

The eForm for STIMS is an application of **Education Information System (EdIS)**. To access the eForm page, you have to logon through **Common Log-On System (CLO)**. You may access the logon page at the following URL:

clo.edb.gov.hk

Alternatively, the CLO logon page can be accessed through the Education Bureau (EDB) Homepage (www.edb.gov.hk > **School Administration and Management** > **Administration** > **IT Systems for Schools** > **Common Log-On System**) as shown in the following screens:

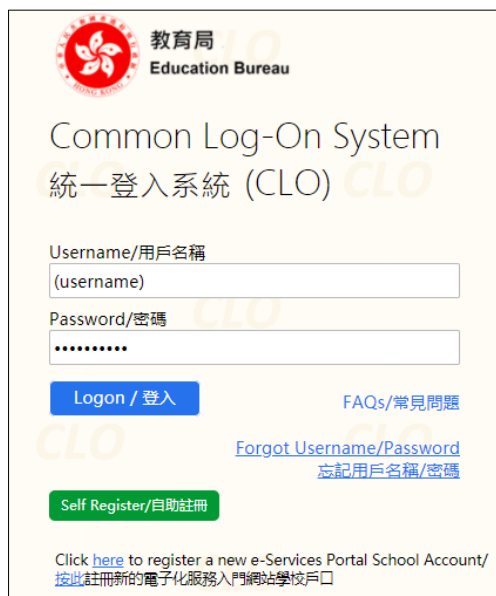


IT Systems for Schools

- [Common Log-On System \(CLO\)](#)
- [WebSAMS](#)

On the logon page, enter the Username and Password and click **<Logon>**.

(Please note: To use the eForm, you must use the user account of school administrators¹ or the personal user account² as delegated by school in CLO.)



Education Bureau
Common Log-On System
統一登入系統 (CLO)

Username/用戶名稱
(username)

Password/密碼
.....

Logon / 登入

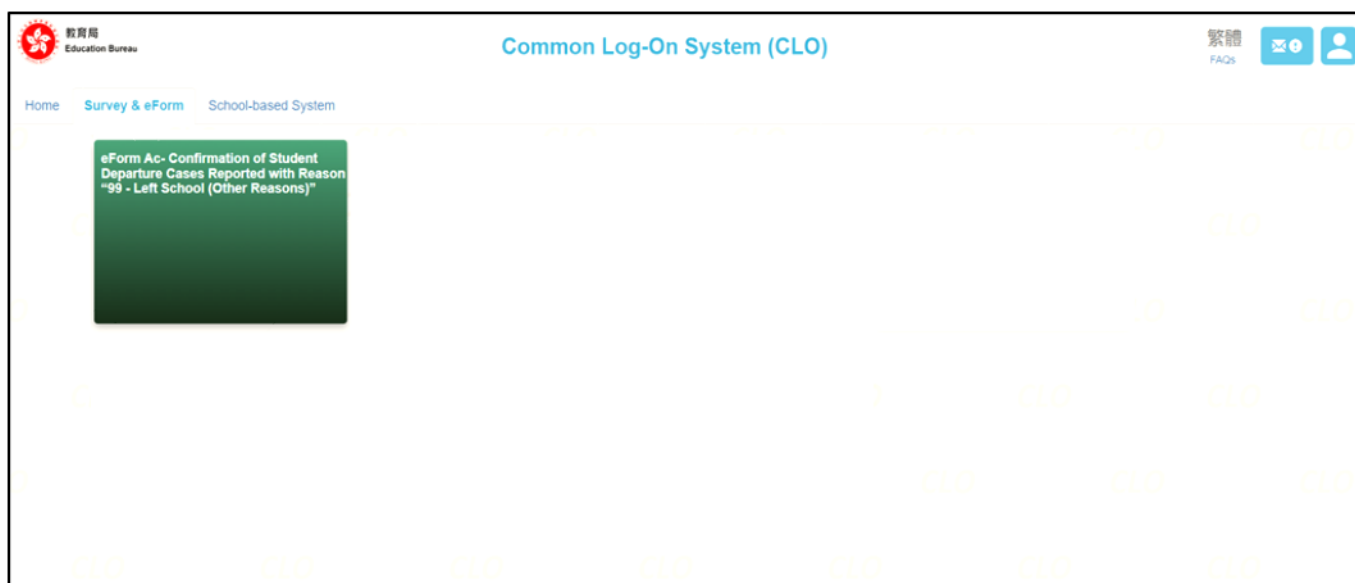
FAQs/常見問題

[Forgot Username/Password](#)
忘記用戶名稱/密碼

Self Register/自助註冊

Click [here](#) to register a new e-Services Portal School Account/
[按此註冊新的電子化服務入門網站學校戶口](#)

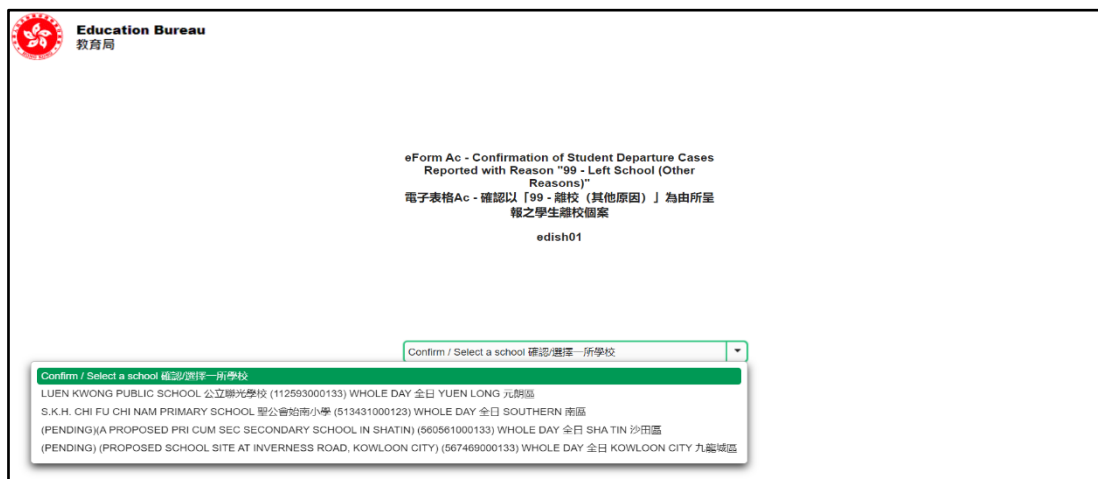
The CLO Main page will be shown. Choose the tab **<Survey & eForm>** to access the **eForm Ac – Confirmation of Student Departure Cases Reported with Reason “99 – Left School (Other Reasons)”** through the shortcut.



School users who can access the selected eForm for multiple schools will be redirected to a page for school selection before entering the eForm.

- 1 These accounts refer to the e-Services user account of the School Head or the Master School Administrator, and the CLO School Administrator account.
- 2 These accounts refer to the e-Services or Training Calendar System user account, and the CLO User account of school users.

In the drop-down list for school selection, only the schools that the school users have access right to the eForm will be listed. Select the appropriate school and click **<Enter>** to access the eForm for the school.



For school users who can access the selected eForm for one school only, they will be redirected to the corresponding eForm right after clicking the eForm application shortcut at CLO.

A new version was launched in the 2016/17 school year. The interface is displayed in both Chinese and English, so changing of language is not necessary.



After logging on to the portal, the following selection menu will appear.

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[Guideline 指引](#) [Exit 離開](#)

eForm Ac - Confirmation of Student Departure Cases Reported with Reason "99 - Left School (Other Reasons)" 電子表格Ac - 確認以「99 - 離校 (其他原因)」為由所呈報之學生離校個案

SHAU KEI WAN EAST GOVERNMENT SECONDARY SCHOOL 筲箕灣東官立中學 (510220-0001-3-3)

GOVERNMENT 官立 - WHOLE DAY 全日 - EASTERN 東區

School Language 學校語言: ANGLO-CHINESE 英文部 Last Update Time 上次更改時間:

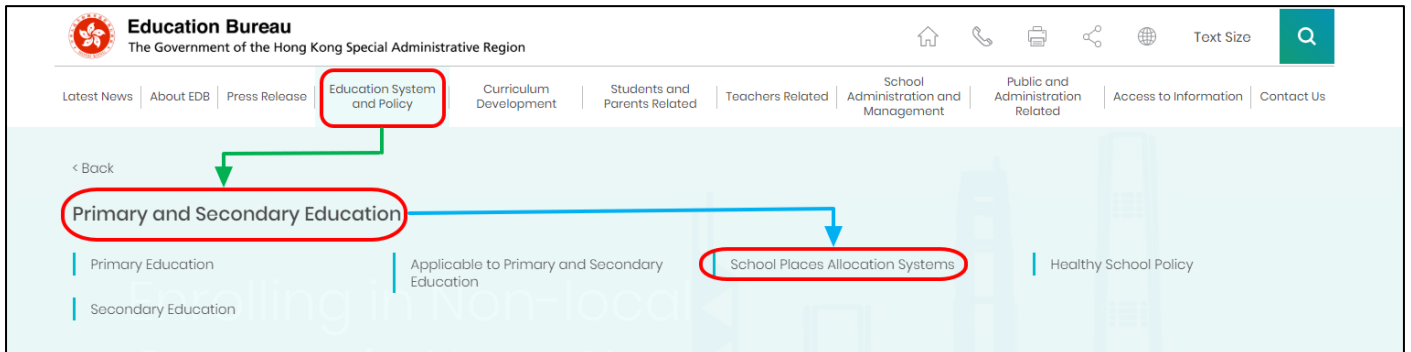
Form Status 填報狀況: Submit Time 表格遞交時間:

School Year 學校年度	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Sex 性別	Date of Birth 出生日期	Home District Board 學生家居區議會 分區	Class Level Last Attended 最後就讀班級	Admission Date 入學日期	Last Date of Attendance 最後上課日期	Departure Remark 離校備註	Departure Reason (Proposed by EDB) 離校原因 (教育局建議)	Do you agree with the departure reason proposed by EDB? 是否同意教育局建議之離校原因?	
1.	2023/24	80074564	TEST FIVE		F	01/08/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	28/09/2023	移民澳洲	03 - EMIGRATION 移民	<input checked="" type="radio"/> Yes 是 <input type="radio"/> No 否
Reason for Disagreement 不同意見原因:													
2.	2023/24	80074557	TEST FOUR		M	01/01/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	29/09/2023	生病	12 - SICKNESS 患病	<input type="radio"/> Yes 是 <input checked="" type="radio"/> No 否
Reason for Disagreement 不同意見原因: * Unwilling to disclose the reason by parents 家長不願透露原因													

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II. Points-to-note/tips before you start

Download a copy of the latest edition of the **Guidelines for the Student Information Management System (STIMS)**, (Path: www.edb.gov.hk > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Student Information Management System) and read it carefully. You may need to refer to the Guidelines when updating the eForm.



School Places Allocation Systems

- [Primary One Admission System](#)
- [Secondary School Places Allocation \(SSPA\) System](#)
- [Secondary Four Placement Mechanism](#)
- [Student Information Management System](#)

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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 contains errors, it will display error messages with reason for failure. Please read the error messages carefully, then correct the errors 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 regularly and avoid updating too many student records without saving your eForm.
 - If the eForm is saved successfully, the “Form Status” will change to “Save” and the “Last Update Time” will display the time that you save the eForm. The message “Record updated successfully” will also be displayed.

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B. Guidelines on Using eForm Ac

I. Confirming whether to agree with the departure reason proposed by the EDB for departure cases reported by schools

When schools submit student departure cases, schools have to choose reason code “99 – Left School (Other Reasons)” and fill in the departure reason under “Remarks” if the schools could not choose an appropriate departure reason from the reason codes 02 to 13 in the “Student Leaving Reason Code Table”. The EDB will review student departure cases reported with reason code “99 – Left School (Other Reasons)” submitted by schools periodically and propose more suitable reason codes for individual student departure cases which will be shown in eForm Ac so as to let schools confirm whether they agree with the departure reasons proposed by the EDB. The EDB will issue a circular letter via Fast Information Transmission System – School Messaging Module (SMM) to inform schools to access eForm Ac via the Common Log-On System (CLO) to take follow-up action as appropriate.

One of the following situations will occur after accessing eForm Ac:

(a) No student information is shown in the form

There is no recommendation from EDB for student departure cases reported with reason code “99 – Left School (Other Reasons)” by schools. As such, schools do not need to submit eForm Ac to the EDB.

(b) Student information is shown in the form

Student particulars, leaving school records and the departure reasons recommended by the EDB will be listed out in the eForm Ac. Schools must confirm whether they agree with the departure reasons proposed by the EDB for **ALL** students shown on the list. If “No” is being chosen, please fill in the reason under the field “Reason for Disagreement”.

If schools agree with the departure reasons proposed by the EDB, relevant leaving school records in STIMS will be updated accordingly.



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eForm Ac - Confirmation of Student Departure Cases Reported with Reason "99 - Left School (Other Reasons)" 電子表格Ac - 確認以「99 - 離校 (其他原因)」為由所呈報之學生離校個案

GOVERNMENT 官立 - WHOLE DAY 全日 - EASTERN 東區

School Language 學校語言:

ANGLO-CHINESE 英文部

Last Update Time 上次更改時間:

Form Status 填報狀況:

Submit Time 表格遞交時間:

School Year 學校年度	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Sex 性別	Date of Birth 出生日期	Home District Board 學生家居區議會分區	Class Level Last Attended 最後就讀班級	Admission Date 入學日期	Last Date of Attendance 最後上課日期	Departure Remark 離校備註	Departure Reason (Proposed by EDB) 離校原因 (教育局建議)	Do you agree with the departure reason proposed by EDB? 是否同意教育局建議之離校原因?
1.	2023/24			F	01/08/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	28/09/2023	移民澳洲 -	03 - EMIGRATION 移民	<input checked="" type="radio"/> Yes 是 <input type="radio"/> No 否
Reason for Disagreement 不同意原因:												
2.	2023/24			M	01/01/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	29/09/2023	生病 -	12 - SICKNESS 患病	<input checked="" type="radio"/> Yes 是 <input type="radio"/> No 否
Reason for Disagreement 不同意原因:												

Save 儲存

Submit 遞交

Print 列印

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II. Save the eForm Ac

To save the eForm Ac, click **<Save>** at the bottom of the eForm.

Reason for Disagreement 不同意原因:

Save 儲存

A message will pop up to seek user's confirmation. Press **<Yes>** to confirm.

Confirmation ✕

⚠ Are you sure to save the form? 你是否確定儲存此表格?

If there is/are any student record(s) not yet updated or confirmed, you will NOT be allowed to submit the eForm Ac. An error notification will be shown on the top of the screen, with reason for the failure shown below the student records concerned with invalid data in red. Please read the reasons carefully, correct the errors and submit the eForm again.

✕ Case 1: Reason for Disagreement is required ← Notify unsuccessful saving and reason(s) ✕

[Guideline 指引](#) [Exit 離開](#)

eForm Ac - Confirmation of Student Departure Cases Reported with Reason "99 - Left School (Other Reasons)" 電子表格Ac - 確認以「99 - 離校 (其他原因)」為由所呈報之學生離校個案

GOVERNMENT 官立 - WHOLE DAY 全日 - EASTERN 東區

School Language 學校語言: Last Update Time 上次更改時間:

Form Status 填報狀況: Submit Time 表格遞交時間:

School Year 學校年度	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Sex 性別	Date of Birth 出生日期	Home District Board 學生家居區 議會分區	Class Level Last Attended 最後就讀 班級	Admission Date 入學日期	Last Date of Attendance 最後上課日期	Departure Remark 離校備註	Departure Reason (Proposed by EDB) 離校原因 (教育局建議)	Do you agree with the departure reason proposed by EDB? 是否同意教育局建議之離校原因?
1.	2023/24	<input type="text"/>	<input type="text"/>	F	01/08/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	28/09/2023	澳洲	03 - EMIGRATION 移民	<input type="radio"/> Yes 是 <input checked="" type="radio"/> No 否
Reason for Disagreement 不同意原因: * <input type="text"/>												
2.	2023/24	<input type="text"/>	<input type="text"/>	M	01/01/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	29/09/2023	生病	12 - SICKNESS 患病	<input checked="" type="radio"/> Yes 是 <input type="radio"/> No 否
Reason for Disagreement 不同意原因: <input type="text"/>												

If the eForm is saved successfully, the message “Records updated successfully” will be shown on the top of the screen. The “Form Status” will change to “Save” and the “Last Update Time” will display the time you save the eForm.



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Record updated successfully. 資料已儲存 **Notify successfully saving**

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eForm Ac - Confirmation of Student Departure Cases Reported with Reason "99 - Left School (Other Reasons)" 電子表格Ac - 確認以「99 - 離校 (其他原因)」為由所呈報之學生離校個案

GOVERNMENT 官立 - WHOLE DAY 全日 - EASTERN 東區

School Language 學校語言: ANGLO-CHINESE 英文部 Last Update Time 上次更改時間: 2023-11-08 17:03:22

Form Status 填報狀況: Save 儲存 Submit Time 表格遞交時間:

School Year 學校年度	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Sex 性別	Date of Birth 出生日期	Home District Board 學生家居區 議會分區	Class Level Last Attended 最後就讀 班級	Admission Date 入學日期	Last Date of Attendance 最後上課日 期	Departure Remark 離校備註	Departure Reason (Proposed by EDB) 離校原因 (教 育局建議)	Do you agree with the departure reason proposed by EDB? 是否同意教 育局建議之 離校原因?
1.				F	01/08/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	28/09/2023	澳洲	03 - EMIGRATION 移民	<input checked="" type="radio"/> Yes 是 <input type="radio"/> No 否
		Reason for Disagreement 不同意原因:										
2.				M	01/01/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	29/09/2023	生病	12 - SICKNESS 患病	<input checked="" type="radio"/> Yes 是 <input type="radio"/> No 否
		Reason for Disagreement 不同意原因:										

Save 儲存 Submit 遞交 Download Saved Record 下載已儲存資料 Print 列印

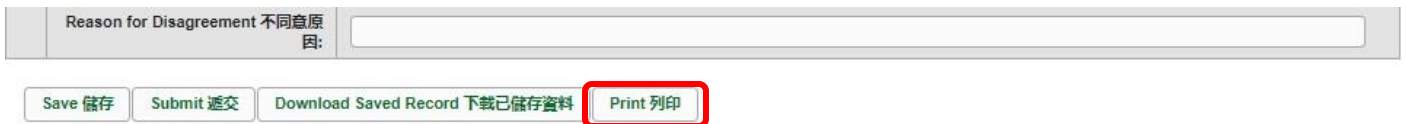
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III. Print and download the eForm Ac

Before submitting the eForm Ac, you can print out a hardcopy or download a softcopy of the eForm Ac for checking and filing purpose. Once the eForm is submitted, you cannot retrieve it again.

a. Print hardcopy of eForm Ac

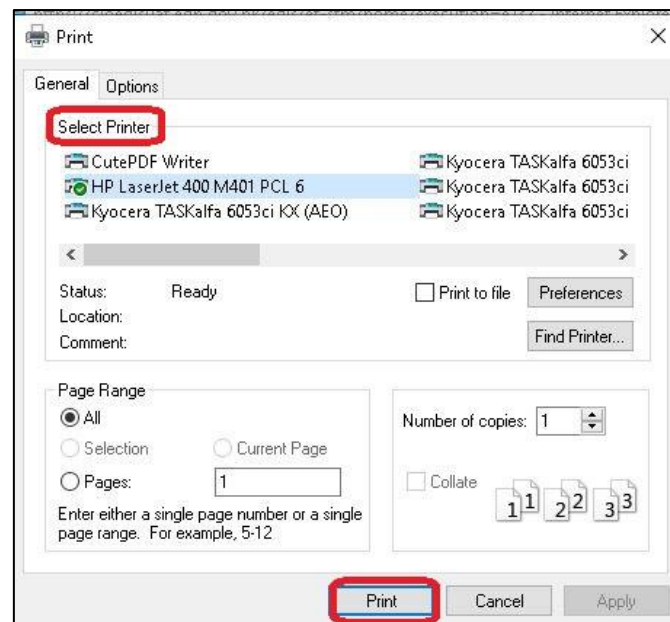
To print a hardcopy of the eForm Ac, click **<Print>** at the bottom of the eForm.



Reason for Disagreement 不同意原因:

Save 儲存 Submit 遞交 Download Saved Record 下載已儲存資料 **Print 列印**

The “printing” dialog box will pop up. The content of the dialog box will depend on individual PC’s configuration. Please select an appropriate printer from the printer list and confirm printing.



b. Download softcopy of eForm Ac

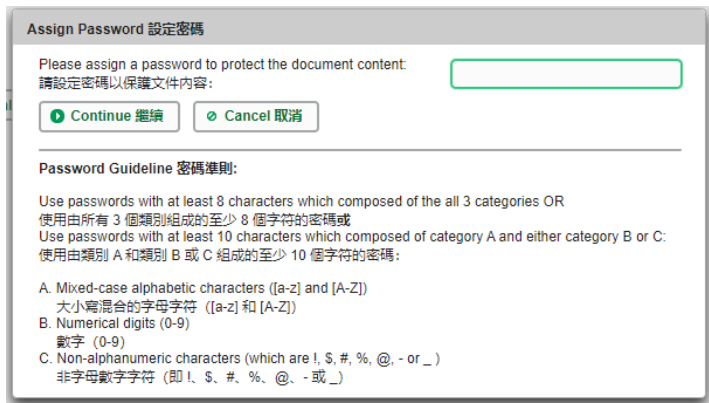
To download a softcopy of the eForm Ac, click **<Download Saved Record>** at the bottom of the eForm.



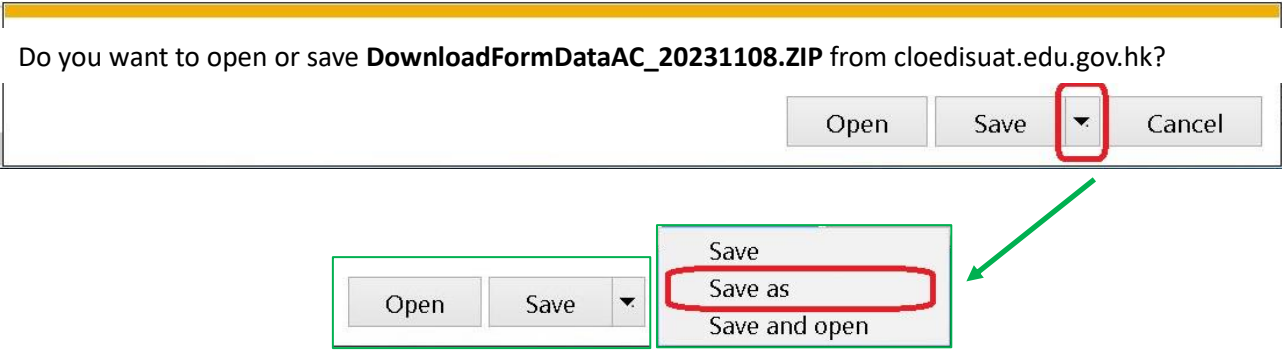
Reason for Disagreement 不同意原因:

Save 儲存 Submit 遞交 **Download Saved Record 下載已儲存資料** Print 列印

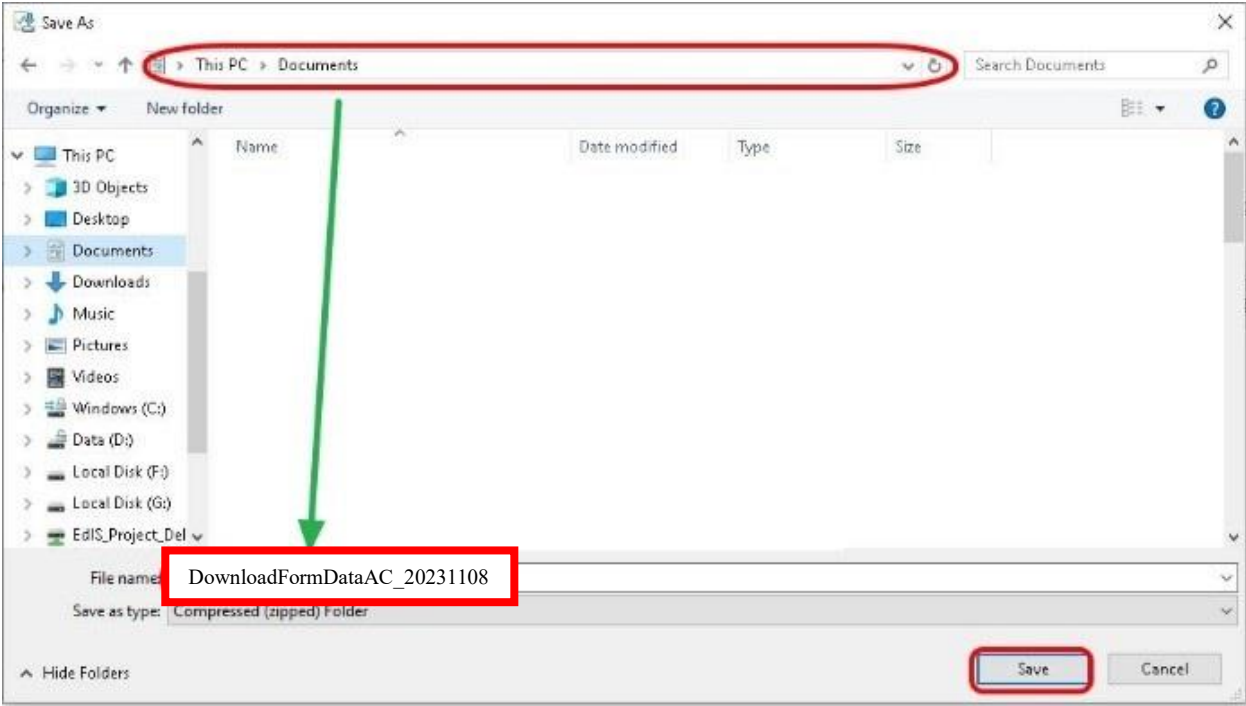
The following dialog box will pop up. User is required to input a key with at least 8 characters which composes of all 3 categories OR with at least 10 characters which composes of category A and either category B or C to protect the downloaded content. Click **<Continue>** after the key has been input or click **<Cancel>** to go backwards.



A “file download” dialog box will be shown at the bottom of screen. On the right hand side of the **<Save>** button, there is a pull-down menu button. Select **<Save as>** on the pull-down menu.



The “Save as” box will pop up. Select a file location for saving the softcopy, enter the file name and click **<Save>** to save the file.



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IV. Submit the eForm Ac

After updating the eForm Ac, you should make sure that all the data entered is accurate. If you are sure that the entered data is correct, you may submit the data to the EDB by clicking **<Submit>** at the bottom of the eForm.

Reason for Disagreement 不同意原因:

Save 儲存 **Submit 遞交** Download Saved Record 下載已儲存資料 Print 列印

A message will pop up to seek user's confirmation. By clicking **<Yes>**, the eForm Ac will be submitted.

Confirmation ✕

▲ Important: Once the eForm is submitted, all the data will be sent to EDB and cannot be revised again. Are you sure to submit the eForm?
請注意：電子表格一經遞交，所有資料將會傳送至教育局，而你亦不能再修改有關記錄。你是否確定遞交此表格？

If the eForm is submitted successfully, the message "Record submitted successfully" will appear on the top of the screen. The "Form Status" will change to "Submit" and the date and time you submit the eForm will be displayed.



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Record submitted successfully. 資料已遞交 ← Notify successful submission ✕

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eForm Ac - Confirmation of Student Departure Cases Reported with Reason "99 - Left School (Other Reasons)" 電子表格Ac - 確認以「99 - 離校 (其他原因)」為由所呈報之學生離校個案

GOVERNMENT 官立 - WHOLE DAY 全日 - EASTERN 東區

School Language 學校語言: ANGLO-CHINESE 英文部 Last Update Time 上次更改時間: 2023-11-08 17:31:38

Form Status 填報狀況: Submit 遞交 Submit Time 表格遞交時間: 2023-11-08 17:31:38

School Year 學校年度	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Sex 性別	Date of Birth 出生日期	Home District Board 學生家居區 議會分區	Class Level Last Attended 最後就讀 班級	Admission Date 入學日期	Last Date of Attendance 最後上課日期	Departure Remark 離校備註	Departure Reason (Proposed by EDB) 離校原因 (教 育局建議)	Do you agree with the departure reason proposed by EDB? 是否同意教 育局建議之 離校原因?
1.	2023/24			F	01/08/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	28/09/2023	移民澳洲	03 - EMIGRATION 移民	<input checked="" type="radio"/> Yes 是 <input type="radio"/> No 否
Reason for Disagreement 不同意原因: <input type="text"/>												
2.	2023/24			M	01/01/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	29/09/2023	生病	12 - SICKNESS 患病	<input checked="" type="radio"/> Yes 是 <input type="radio"/> No 否
Reason for Disagreement 不同意原因: <input type="text"/>												

Save 儲存 **Submit 遞交** Download Submitted Record 下載已遞交資料 Print 列印

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V. Exit the eForm Ac

To exit the eForm Ac, click **<Exit>** at the top right hand corner of the eForm Ac to go back to the CLO.



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教育局

Record submitted successfully. 資料已遞交

✕

[Guideline 指引](#) [Exit 離開](#)

eForm Ac - Confirmation of Student Departure Cases Reported with Reason "99 - Left School (Other Reasons)" 電子表格Ac - 確認以「99 - 離校 (其他原因)」為由所呈報之學生離校個案

GOVERNMENT 官立 - WHOLE DAY 全日 - EASTERN 東區

School Language 學校語言: ANGLO-CHINESE 英文部 Last Update Time 上次更改時間: 2023-11-08 17:31:38
Form Status 填報狀況: Submit 遞交 Submit Time 表格遞交時間: 2023-11-08 17:31:38

	School Year 學校年度	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Sex 性別	Date of Birth 出生日期	Home District Board 學生家居區 議會分區	Class Level Last Attended 最後就讀 班級	Admission Date 入學日期	Last Date of Attendance 最後上課日 期	Departure Remark 離校備註	Departure Reason (Proposed by EDB) 離校原因 (教 育局建議)	Do you agree with the departure reason proposed by EDB? 是否同意教 育局建議之 離校原因?
1.	2023/24				F	01/08/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	28/09/2023	移民澳洲	03 - EMIGRATION 移民	<input checked="" type="radio"/> Yes 是 <input type="radio"/> No 否
Reason for Disagreement 不同意原因:													
2.	2023/24				M	01/01/2012	A - CENTRAL AND WESTERN 中西區	S1	01/09/2023	29/09/2023	生病	12 - SICKNESS 患病	<input checked="" type="radio"/> Yes 是 <input type="radio"/> No 否
Reason for Disagreement 不同意原因:													

Save 儲存

Submit 遞交

Download Submitted Record 下載已遞交資料

Print 列印

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~ END ~