

# Guidelines on Using eForm P6ID for Checking HKIC Number of P6 Students

(Ver : 202309)

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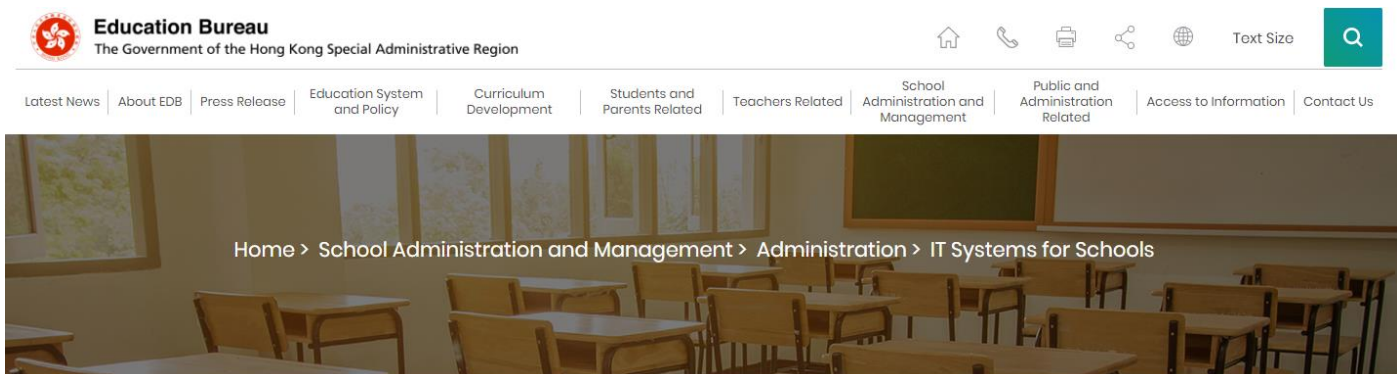
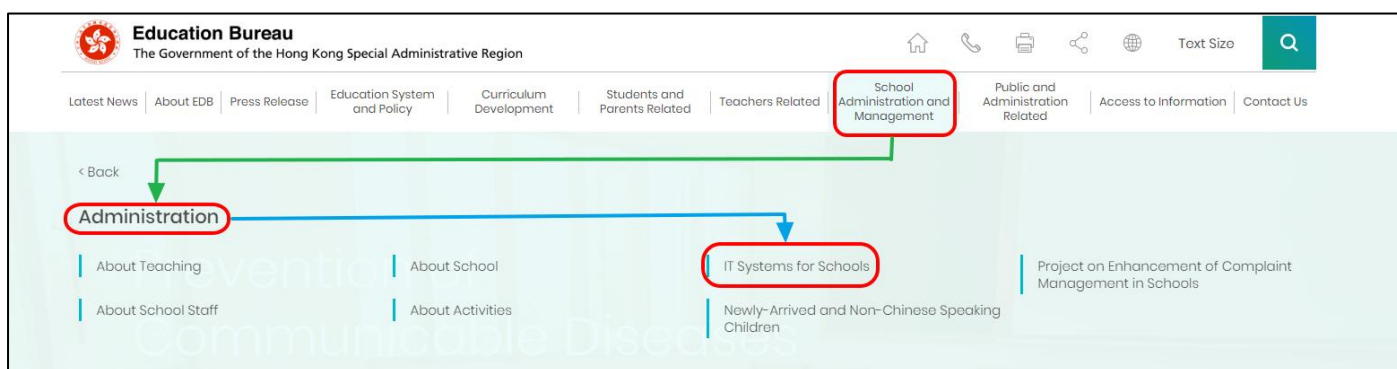
## A. General Guidelines on Using eForm for Student Information Management System (STIMS)

### 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](http://clo.edb.gov.hk)

Alternatively, the CLO logon page can be accessed through the Education Bureau (EDB) Homepage ([www.edb.gov.hk](http://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

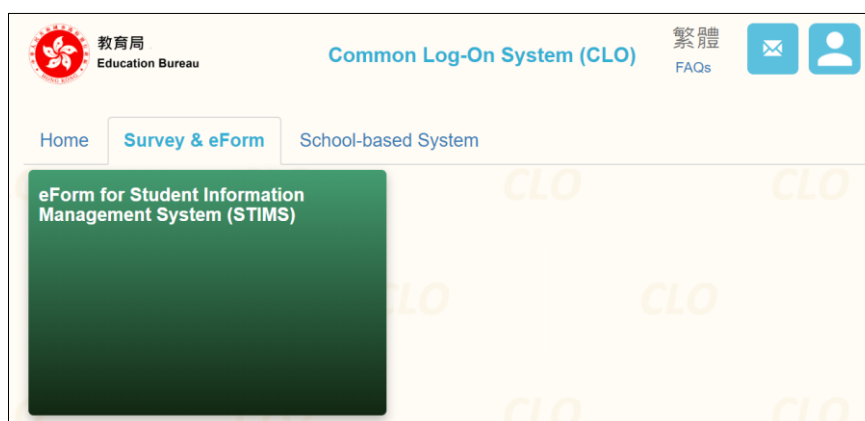
- [Common Log-On System \(CLO\)](#)
- [WebSAMS](#)

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

(Please note: To use the eForm, you must use the user accounts of school administrators<sup>1</sup> or the personal user accounts<sup>2</sup> as delegated by school in CLO.)



The CLO Main page will be shown. Choose the tab **<Survey & eForm>** to access the **eForm for Student Information Management System (STIMS)** 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.

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.

- 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.



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. Changing of language is not required.



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

Form	Description	Action
Form A	Report of Student Leaving / Absence from School	Enter 進入
表格 A	學生離校 / 缺課報告表格	Enter 進入
Form B	Form for Reporting Admission of Students with Student Reference Number	Enter 進入
表格 B	填報已有學生編號的人學學生表格	Enter 進入
Form C	Form for Reporting Admission of Students without Student Reference Number	Enter 進入
表格 C	填報未有學生編號的人學學生表格	Enter 進入
Form D	Student Particulars Amendment Form	Enter 進入
表格 D	學生資料更正表格	Enter 進入
Form E	Enrolment Survey	Enter 進入
表格 E	學生收錄實況調查	Enter 進入
Form P6ID	Checking List of HKIC Number of P6 Students	Enter 進入
表格 P6ID	小六學生香港身份證號碼核對表	Enter 進入

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Note: "Student Information Management Application (STM)" is also known as "Student Information Management System (STIMS)"  
 註：「學生資料管理應用系統」又稱「學生資料管理系統」

## II. Select the School Language and a particular eForm

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

Click **<Enter>** on the right to select a particular eForm.

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**eForm for Student Information Management System (STIMS)**  
學生資料管理系統電子表格

School Language 學校語言: ANGLO-CHINESE 英文部

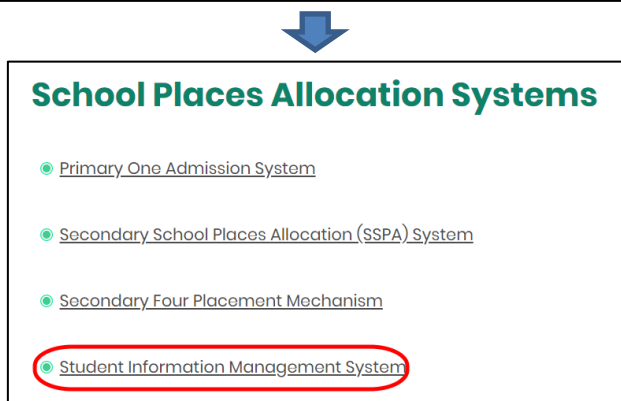
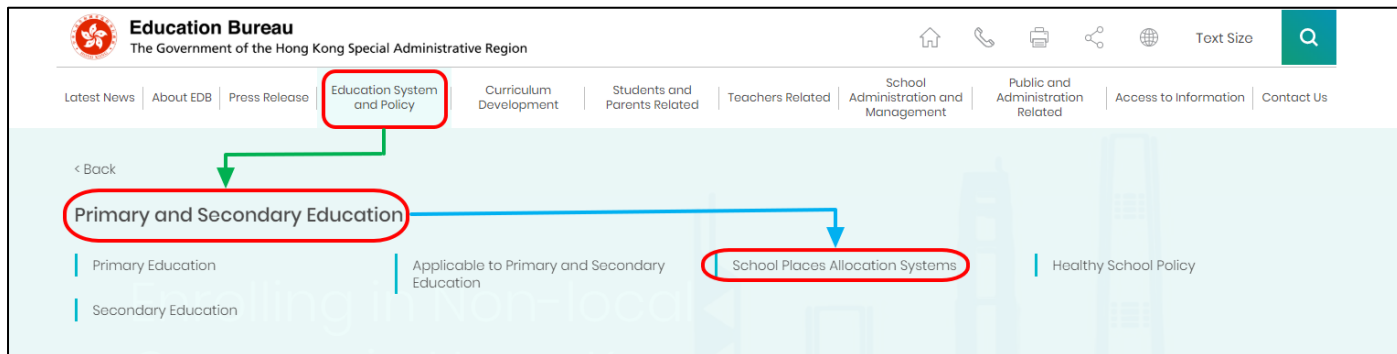
Form A	Report of Student Leaving / Absence from School	Enter 進入
表格 A	學生離校 / 缺課報告表格	Enter 進入
Form B	Form for Reporting Admission of Students with Student Reference Number	Enter 進入
表格 B	填報已有學生編號的人學學生表格	Enter 進入
Form C	Form for Reporting Admission of Students without Student Reference Number	Enter 進入
表格 C	填報未有學生編號的人學學生表格	Enter 進入
Form D	Student Particulars Amendment Form	Enter 進入
表格 D	學生資料更正表格	Enter 進入
Form E	Enrolment Survey	Enter 進入
表格 E	學生收錄實況調查	Enter 進入
Form P6ID	Checking List of HKIC Number of P6 Students	Enter 進入
表格 P6ID	小六學生香港身份證號碼核對表	Enter 進入

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

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### III. 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](http://www.edb.gov.hk) > Education System and Policy > Primary and Secondary School Education > School Places Allocation Systems > Student Information Management System) and read it carefully. You may need to refer to the Guidelines in updating the eForm.



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### IV. 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. Please read the error messages carefully. Afterwards, please 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 become “Save” and the “Last Update Time” will display the time you saved the eForm. The message “Record updated successfully” will be displayed also.

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## B. Guidelines on Using eForm P6ID

“eForm P6ID” is a checking list containing the HKIC numbers of the current P6 students recorded in the database of the EDB. Please note that the HKIC number marked with “\*” is generated by the computer based on the student’s Hong Kong Birth Certificate number previously reported by the school.

### I. Tips for filling in the eForm P6ID

- On the preloaded checklists of eForm P6ID, if there are any departed students who have not been reported to the EDB, please submit eForm A to report their departure **immediately**.
- Please verify the HKIC number for every P6 student.
- For updating/confirming the HKIC information of a student, you could only select the most appropriate one among the columns “HKIC Not Issued”, “Correct HKIC No. (if different)” or “Remark”. Once you select (and fill in) a column, the remaining two will be disabled.
- Please make sure you have verified all records before submitting the eForm P6ID. You may print the eForm for every P6 class (either in the form of hardcopy or softcopy) for filing purpose.

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### II. Retrieve students’ record

When you first open the eForm P6ID, a blank eForm will be displayed.

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P6ID-Form P6ID - Checking List of HKIC Number of P6 Students 表格 P6ID - 小六學生香港身份證號碼核對表

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School Language 學校語言: 1-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:

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Class Name 班級名稱

\* = The HKIC No. is generated by the system based on the student's HKBC No.  
系統根據學生的香港出生證明號碼而產生的香港身份證號碼。

STRN 學生編號	Student Name (English) 學生姓名(英文)	Student Name (Chinese) 學生姓名(中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 ( dd/mm/yyyy )	*	HKIC/Generated HKIC No. 身份證號碼 / 系統產生的身份證號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
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You have to retrieve students' records before you can verify and update their HKIC numbers. To retrieve students' records, select the appropriate class name in the Class Name pull-down menu. Then click **<Retrieve Record>**.

Class Name 班級名稱

\* = The HKIC No. is generated by the system based on the student's HKBC No.  
系統根據學生的香港出生證明號碼而產生的香港身份證號碼。

STRN 學生編號	Student Name (English) 學生姓名(英文)	Student Name (Chinese) 學生姓名(中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	* HKIC/Generated HKIC No. 身份證號碼 / 系 統產生的身份證 號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如 不同)	Remark 備註

Records for the selected class will be displayed.

Class Name 班級名稱

\* = The HKIC No. is generated by the system based on the student's HKBC No.  
系統根據學生的香港出生證明號碼而產生的香港身份證號碼。

STRN 學生編號	Student Name (English) 學生姓名(英文)	Student Name (Chinese) 學生姓名(中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	* HKIC/Generated HKIC No. 身份證號碼 / 系 統產生的身份證 號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如 不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE	6A	M	01/01/1900	A0000000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2.	B0000000	TEST P6ID FOUR	6A	M	01/01/1900	* B0000000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3.	70000000	TEST P6ID ONE	6A	M	01/01/1900		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4.	C0000000	TEST P6ID SEVEN	6A	M	01/01/1900	* C0000000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
5.	D0000000	TEST P6ID SIX	6A	M	01/01/1900	D0000000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
6.	E0000000	TEST P6ID THREE	6A	M	01/01/1900	E0000000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
7.	70000001	TEST P6ID TWO	6A	M	01/01/1900		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Important: Always save the eForm before retrieving the records of another class.**

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### III. Complete the eForm P6ID

You should verify the following items for EVERY student record retrieved in the eForm P6ID:

- Hong Kong Identity Card Number
- Students already departed from school

#### a. Verify and update the Hong Kong Identity Card Number

Please verify the HKIC No. of every student record in the column “HKIC/Generated HKIC No.” of the eForm P6ID against the HKIC held by the student and make necessary updates in the eForm P6ID .

##### i. HKIC No. verified to be the same as that listed in the eForm P6ID

If the HKIC No. in the column “HKIC/Generated HKIC No.” is correct, please select “Verified” in the column “Remark”.

STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級 名稱	Sex 性 別	Date of Birth 出生日期 ( dd/mm/yyyy )	* HKIC/Generated HKIC No. 身份證號碼 / 系 統產生的身份證 號碼	HKIC Not Issued 尚未換 領身份 證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE	6A	M	01/01/1900	A0000000	<input type="checkbox"/>		S-Form A already sent 已遞交表格A
2.	B0000000	TEST P6ID FOUR	6A	M	01/01/1900	* B0000000	<input type="checkbox"/>	E0000001	
3.	70000000	TEST P6ID ONE	6A	M	01/01/1900		<input checked="" type="checkbox"/>		
4.	C0000000	TEST P6ID SEVEN	6A	M	01/01/1900	* C0000000	<input type="checkbox"/>		V-Verified 已核對
5.	D0000000	TEST P6ID SIX	6A	M	01/01/1900	D0000000	<input type="checkbox"/>		W-Form A will be sent 將會遞交表格A
6.	E0000000	TEST P6ID THREE	6A	M	01/01/1900	E0000000	<input type="checkbox"/>	E0000001	
7.	70000001	TEST P6ID TWO	6A	M	01/01/1900		<input type="checkbox"/>	K0000001	

##### ii. HKIC No. not yet available

If the HKIC No. of a student is not yet available, please put a “✓” inside the check box in the column “HKIC Not issued”.

STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級 名稱	Sex 性 別	Date of Birth 出生日期 ( dd/mm/yyyy )	* HKIC/Generated HKIC No. 身份證號碼 / 系 統產生的身份證 號碼	HKIC Not Issued 尚未換 領身份 證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE	6A	M	01/01/1900	A0000000	<input type="checkbox"/>		S-Form A already sent 已遞交表格A
2.	B0000000	TEST P6ID FOUR	6A	M	01/01/1900	* B0000000	<input type="checkbox"/>	E0000001	
3.	70000000	TEST P6ID ONE	6A	M	01/01/1900		<input checked="" type="checkbox"/>		
4.	C0000000	TEST P6ID SEVEN	6A	M	01/01/1900	* C0000000	<input type="checkbox"/>		V-Verified 已核對
5.	D0000000	TEST P6ID SIX	6A	M	01/01/1900	D0000000	<input type="checkbox"/>		W-Form A will be sent 將會遞交表格A
6.	E0000000	TEST P6ID THREE	6A	M	01/01/1900	E0000000	<input type="checkbox"/>	E0000001	
7.	70000001	TEST P6ID TWO	6A	M	01/01/1900		<input type="checkbox"/>	K0000001	

### iii. Incorrect HKIC No. in the list

If the HKIC No. of a student in the column “HKIC/Generated HKIC No.” is found to be incorrect, please enter the correct HKIC No. in the column “Correct HKIC No. (if different)”.

STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級 名稱	Sex 性別	Date of Birth 出生日期 ( dd/mm/yyyy )	HKIC/Generated HKIC No. 身份證號碼 / 系 統產生的身份證 號碼	HKIC Not Issued 尚未換 領身份 證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE	6A	M	01/01/1900	A0000000	<input checked="" type="checkbox"/>		S-Form A already sent 已遞交表格A
2.	B0000000	TEST P6ID FOUR	6A	M	01/01/1900	* B0000000	<input type="checkbox"/>	E0000001	
3.	70000000	TEST P6ID ONE	6A	M	01/01/1900		<input checked="" type="checkbox"/>		
4.	C0000000	TEST P6ID SEVEN	6A	M	01/01/1900	* C0000000	<input checked="" type="checkbox"/>		V-Verified 已核對
5.	D0000000	TEST P6ID SIX	6A	M	01/01/1900	D0000000	<input checked="" type="checkbox"/>		W-Form A will be sent 將會遞交表格A
6.	E0000000	TEST P6ID THREE	6A	M	01/01/1900	E0000000	<input type="checkbox"/>	E0000001	
7.	70000001	TEST P6ID TWO	6A	M	01/01/1900		<input type="checkbox"/>	K0000001	

### iv. HKIC No. not found in the list

If there is no HKIC No. being found in the column “HKIC/Generated HKIC No.” for a student, but whose HKIC No. is available, please check the HKIC No. for that student and enter it in the column “Correct HKIC No. (if different)”.

STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級 名稱	Sex 性別	Date of Birth 出生日期 ( dd/mm/yyyy )	HKIC/Generated HKIC No. 身份證號碼 / 系 統產生的身份證 號碼	HKIC Not Issued 尚未換 領身份 證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE	6A	M	01/01/1900	A0000000	<input checked="" type="checkbox"/>		S-Form A already sent 已遞交表格A
2.	B0000000	TEST P6ID FOUR	6A	M	01/01/1900	* B0000000	<input type="checkbox"/>	E0000001	
3.	70000000	TEST P6ID ONE	6A	M	01/01/1900		<input checked="" type="checkbox"/>		
4.	C0000000	TEST P6ID SEVEN	6A	M	01/01/1900	* C0000000	<input checked="" type="checkbox"/>		V-Verified 已核對
5.	D0000000	TEST P6ID SIX	6A	M	01/01/1900	D0000000	<input checked="" type="checkbox"/>		W-Form A will be sent 將會遞交表格A
6.	E0000000	TEST P6ID THREE	6A	M	01/01/1900	E0000000	<input type="checkbox"/>	E0000001	
7.	70000001	TEST P6ID TWO	6A	M	01/01/1900		<input type="checkbox"/>	K0000001	

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b. Report students who have already departed from the school

Please verify if all students listed in the eForm P6ID are currently studying in your school. For any student who has already departed from your school, please update the eForm P6ID and/or report his/her departure to the EDB.

i. If eForm A has not yet been submitted for a student

You should (1) select “Form A will be sent” in the column “Remark” and (2) submit eForm A to the EDB **immediately** to report student’s departure from school.

STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級 名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	* HKIC/Generated HKIC No. 身份證號碼 / 系 統產生的身份證 號碼	HKIC Not Issued 尚未換 領身份 證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE	6A	M	01/01/1900	A0000000	<input type="checkbox"/>		S-Form A already sent 已遞交表格A
2.	B0000000	TEST P6ID FOUR	6A	M	01/01/1900	* B0000000	<input type="checkbox"/>	E0000001	
3.	70000000	TEST P6ID ONE	6A	M	01/01/1900		<input checked="" type="checkbox"/>		
4.	C0000000	TEST P6ID SEVEN	6A	M	01/01/1900	* C0000000	<input type="checkbox"/>		V-Verified 已核對
5.	D0000000	TEST P6ID SIX	6A	M	01/01/1900	D0000000	<input type="checkbox"/>		W-Form A will be sent 將會遞交表格A
6.	E0000000	TEST P6ID THREE	6A	M	01/01/1900	E0000000	<input type="checkbox"/>	E0000001	
7.	70000001	TEST P6ID TWO	6A	M	01/01/1900		<input type="checkbox"/>	K0000001	

ii. If eForm A has already been submitted for the student(s) earlier

You should select “Form A already sent” in the column “Remark”.

STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級 名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	* HKIC/Generated HKIC No. 身份證號碼 / 系 統產生的身份證 號碼	HKIC Not Issued 尚未換 領身份 證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE	6A	M	01/01/1900	A0000000	<input type="checkbox"/>		S-Form A already sent 已遞交表格A
2.	B0000000	TEST P6ID FOUR	6A	M	01/01/1900	* B0000000	<input type="checkbox"/>	E0000001	
3.	70000000	TEST P6ID ONE	6A	M	01/01/1900		<input checked="" type="checkbox"/>		
4.	C0000000	TEST P6ID SEVEN	6A	M	01/01/1900	* C0000000	<input type="checkbox"/>		V-Verified 已核對
5.	D0000000	TEST P6ID SIX	6A	M	01/01/1900	D0000000	<input type="checkbox"/>		W-Form A will be sent 將會遞交表格A
6.	E0000000	TEST P6ID THREE	6A	M	01/01/1900	E0000000	<input type="checkbox"/>	E0000001	
7.	70000001	TEST P6ID TWO	6A	M	01/01/1900		<input type="checkbox"/>	K0000001	

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#### IV. Save the eForm P6ID

Please save the eForm P6ID frequently and regularly. To save the eForm P6ID, click **<Save>** at the bottom of the eForm.

Save 儲存
Submit 遞交
Download Submitted Record 下載已遞交資料
Print 列印
Back to Main Menu 返回主頁

The system will pop up a message 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?

✔ Yes
✕ No

By saving the eForm, it will carry out checking on the input data. If errors are found, error notification will be shown on the top of the screen, with reason for the failure shown below the student record(s) concerned with invalid data in red. **Please read the error messages carefully, correct the errors and save the eForm again.**

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✕ Invalid input data. Record update failed. 填報資料不正確，資料儲存失敗
Notify unsuccessful saving

[Guideline 指引](#) | [Exit 離開](#)

**P6ID-Form P6ID - Checking List of HKIC Number of P6 Students 表格 P6ID - 小六學生香港身份證號碼核對表**

SCHOOL 學校 ( -0001-2-3)  
PRIVATE 私立 - WHOLE DAY 全日 - 區

School Language 學校語言: 1-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:

Class Name 班級名稱

6A

Retrieve Record 擷取資料

\* = The HKIC No. is generated by the system based on the student's HKBC No.  
系統根據學生的香港出生證明號碼而產生的香港身份證號碼\*

STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	HKIC/Generated HKIC No. 身份證號碼 / 系統 產生的身份證 號碼	HKIC Not Issued 尚未換 領身份 證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1. A0000000	TEST P6ID FIVE		6A	M	01/01/1900	A0000000	<input type="checkbox"/>	A1234563	<input type="text"/>
2. B0000000	TEST P6ID FOUR		6A	M	01/01/1900	* B0000000	<input type="checkbox"/>	A1234563	<input type="text"/>
<span style="color: red; font-weight: bold;">Duplicated HKIC No. entered 輸入的身份證號碼重複使用</span>									
3. 70000000	TEST P6ID ONE		6A	M	01/01/1900		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4. C0000000	TEST P6ID SEVEN		6A	M	01/01/1900	* C0000000	<input type="checkbox"/>	C0000007	<input type="text"/>
<span style="color: red; font-weight: bold;">Invalid HKIC No. entered 輸入的身份證號碼不正確</span>									
5. D0000000	TEST P6ID SIX		6A	M	01/01/1900	D0000000	<input type="checkbox"/>	<input type="text"/>	<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 become “Save” and the “Last Update Time” will display the time you save the eForm.

**Education Bureau**  
教育局

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

[Guideline 指引](#) [Exit 離開](#)

**P6ID-Form P6ID - Checking List of HKIC Number of P6 Students** 表格 P6ID - 小六學生香港身份證號碼核對表

SCHOOL 學校 ( -0001-2-3)  
PRIVATE 私立 - WHOLE DAY 全日 - 區

School Language 學校語言: 1-ANGLO-CHINESE 英文部  
Form Status 填報狀況: Save 儲存  
Last Update Time 上次更改時間: 2016-11-08 10:01:19  
Submit Time 表格遞交時間:

Class Name 班級名稱  [Retrieve Record 擷取資料](#)

\* = The HKIC No. is generated by the system based on the student's HKBC No.  
系統根據學生的香港出生證明號碼而產生的香港身份證號碼。

STRN 學生編號	Student Name (English) 學生姓名(英文)	Student Name (Chinese) 學生姓名(中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 ( dd/mm/yyyy )	* HKIC/Generated HKIC No. 身份證號碼 / 系統產生的身份證號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
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[Save 儲存](#) [Submit 遞交](#) [Download Submitted Record 下載已遞交資料](#) [Print 列印](#) [Back to Main Menu 返回主頁](#)

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## V. Submit the eForm P6ID

Before submitting the eForm P6ID, you should make sure that all the data entered for EVERY P6 students are accurate. If you are sure that the data is correct, you can submit the eForm P6ID to the EDB by clicking **<Submit>** at the bottom of it.

Save 儲存
Submit 遞交
Download Submitted Record 下載已遞交資料
Print 列印
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The system will pop up a message to seek user's confirmation. Press **<Yes>** to confirm.

**Confirmation** ✕

^ Are you sure to submit the Form? 你是否確定遞交此表格?

✓ Yes
✕ No

You should **update or confirm EVERY P6 student records** in eForm P6ID. If there is/are any student record(s) not yet updated or confirmed, you will NOT be allowed to submit eForm P6ID. 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.

**Education Bureau**  
教育局

✕ Form cannot be submitted. Some student record(s) is/are not yet updated or confirmed. Please update or confirm every P6 student records in the eForm P6ID. 表格未能遞交，倘有學生記錄未被更新或確認，請更新或確認電子表格P6ID內每位小六學生的記錄。(Class not yet completed 未完成班別：6A) ✕

Notify failed submission

[Guideline 指引](#) [Exit 離開](#)

**P6ID-Form P6ID - Checking List of HKIC Number of P6 Students 表格 P6ID - 小六學生香港身份證號碼核對表**

SCHOOL 學校 ( -0001-2-3)  
PRIVATE 私立 - WHOLE DAY 全日 - 區

School Language 學校語言: 1-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:

Class Name 班級名稱  Retrieve Record 擷取資料

\* = The HKIC No. is generated by the system based on the student's HKBC No. 系統根據學生的香港出生證明號碼而產生的香港身份證號碼。

STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 ( dd/mm/yyyy )	HKIC/Generated HKIC No. 身份證號碼 / 系統產生的身份證號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1. A0000000	TEST P6ID FIVE		6A	M	01/01/1900	A0000000	<input type="checkbox"/>	<input type="text" value="A1234563"/>	<input type="text"/>
2. B0000000	TEST P6ID FOUR		6A	M	01/01/1900	* B0000000	<input type="checkbox"/>	<input type="text" value="A1234563"/>	<input type="text"/>
Duplicated HKIC No. entered 輸入的身份證號碼重複使用									
3. 70000000	TEST P6ID ONE		6A	M	01/01/1900		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Input one item 必須填寫其中一項資料									
4. C0000000	TEST P6ID SEVEN		6A	M	01/01/1900	* C0000000	<input type="checkbox"/>	<input type="text" value="C0000007"/>	<input type="text"/>
Invalid HKIC No. entered 輸入的身份證號碼不正確									
5. D0000000	TEST P6ID SIX		6A	M	01/01/1900	D0000000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Input one item 必須填寫其中一項資料									

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

**Education Bureau**  
教育局

Record submitted successfully. 資料已遞交
Notify successful submission
✖

[Guideline 指引](#) [Exit 離開](#)

**P6ID-Form P6ID - Checking List of HKIC Number of P6 Students** 表格 P6ID - 小六學生香港身份證號碼核對表

PRIMARY SCHOOL 小學 ( -0001-2-3)

PRIVATE 私立 - WHOLE DAY 全日 - 區

School Language 學校語言: 1-ANGLO-CHINESE 英文部 Last Update Time 上次更改時間: 2015-12-30 16:46:21

Form Status 填報狀況: Submit 遞交 Submit Time 表格遞交時間: 2015-12-30 16:46:21

Class Name 班級名稱  Retrieve Record 擷取資料

\* = The HKIC No. is generated by the system based on the student's HKBC No.  
系統根據學生的香港出生證明號碼而產生的香港身份證號碼。

STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 ( dd/mm/yyyy )	* HKIC/Generated HKIC No. 身份證號碼 / 系 統產生的身份證 號碼	HKIC Not Issued 尚未換領身份 證	Correct HKIC No. (if different) 正確身份證號 碼(如不同)	Remark 備註
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Download Submitted Record 下載已遞交資料
Print 列印
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## VI. Print the eForm P6ID

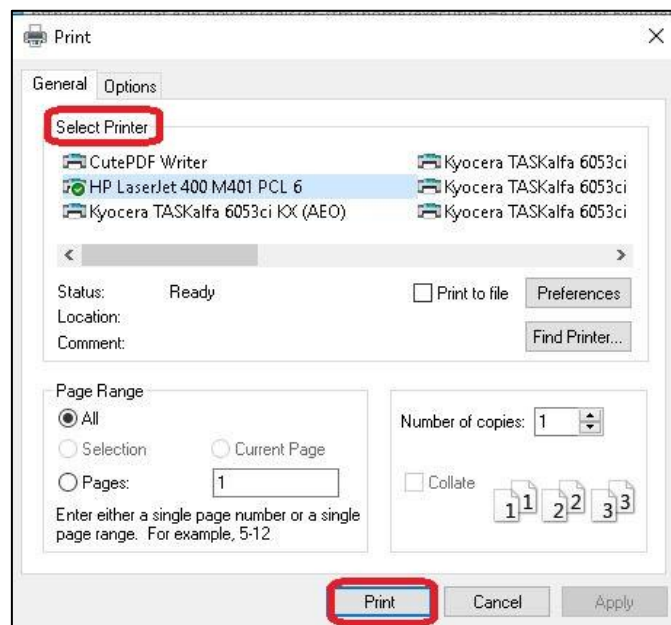
You can print hardcopy or download softcopy of the eForm P6ID for every P6 class for checking and filing purpose.

### a. Print hardcopy of eForm P6ID

To print hardcopy of the eForm P6ID, click **<Print>** at the bottom of the eForm.



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 by clicking “Print”.



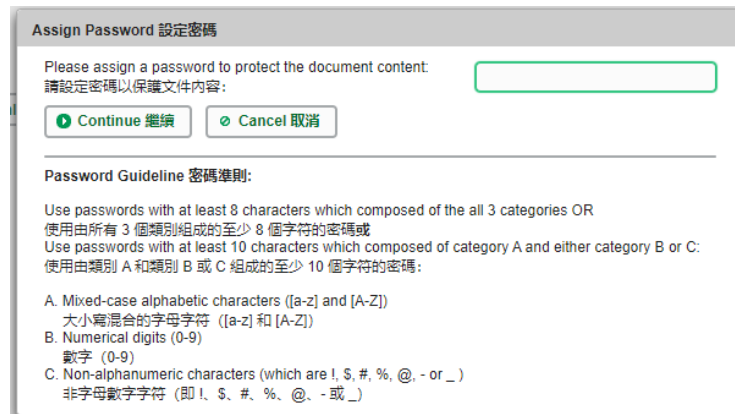
### b. Download softcopy of eForm P6ID

To download a softcopy of the eForm P6ID, click **<Download Saved Record>** at the bottom of the eForm.



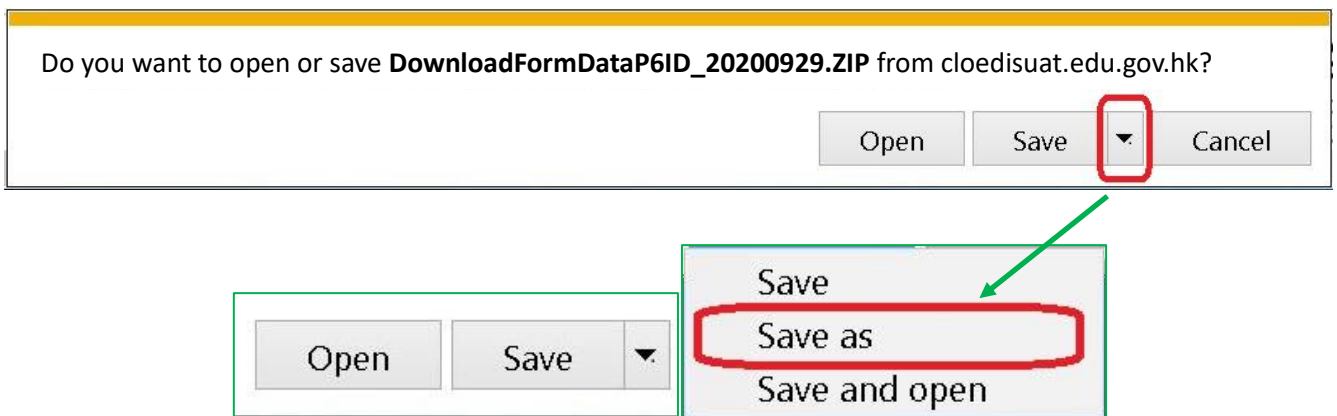


The following dialog box will pop up. User is required to input a key with at least 8 characters which composed of the all 3 categories OR with at least 10 characters which composed of category A and either category B or C to protect the downloaded content. Click **<Continue>** after the key has been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



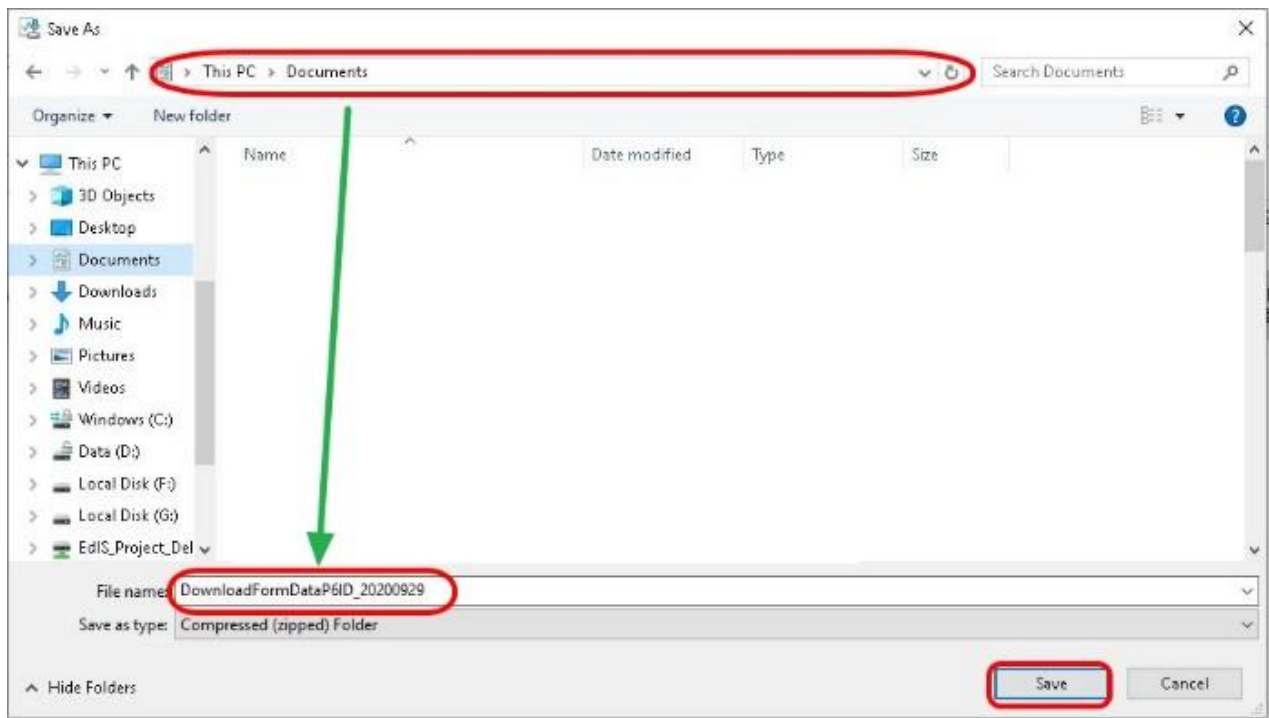
The dialog box is titled "Assign Password 設定密碼". It contains a text input field for a password, with a green border. Below the input field are two buttons: "Continue 繼續" and "Cancel 取消". Below these buttons is a section titled "Password Guideline 密碼準則:" which lists two options: "Use passwords with at least 8 characters which composed of the all 3 categories OR" and "Use passwords with at least 10 characters which composed of category A and either category B or C:". Below this are three categories: A. Mixed-case alphabetic characters ([a-z] and [A-Z]), B. Numerical digits (0-9), and C. Non-alphanumeric characters (which are !, \$, #, %, @, - or \_).

A "file download" dialog will be shown on 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 dialog box asks "Do you want to open or save DownloadFormDataP6ID\_20200929.ZIP from cloedisuat.edu.gov.hk?". It has four buttons: "Open", "Save", a pull-down menu, and "Cancel". The pull-down menu is highlighted with a red box. Below the dialog box, a green arrow points to the pull-down menu, which is shown in a separate box. The pull-down menu options are "Save", "Save as", and "Save and open". The "Save as" option is highlighted with a red box.

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




Please use the key to open the file that has been downloaded to your computer.

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## VII. Exit the eForm P6ID

To exit from the eForm P6ID and go to another eForm, click **<Back to Main Menu>** at the bottom of the eForm and select another eForm for updating.

**Education Bureau**  
教育局

[Guideline 指引](#) [Exit 離開](#)

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**P6ID-Form P6ID - Checking List of HKIC Number of P6 Students 表格 P6ID - 小六學生香港身份證號碼核對表**

SCHOOL 學校 ( -0001-2-3)  
PRIVATE 私立 - WHOLE DAY 全日 - 區

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School Language 學校語言: 1-ANGLO-CHINESE 英文部 Last Update Time 上次更改時間: 2016-11-08 10:47:19  
Form Status 填報狀況: Submit 遞交 Submit Time 表格遞交時間: 2016-11-08 10:47:19

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Class Name 班級名稱  [Retrieve Record 擷取資料](#)

\* = The HKIC No. is generated by the system based on the student's HKBC No.  
系統根據學生的香港出生證明號碼而產生的香港身份證號碼。

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[Download Submitted Record 下載已遞交資料](#)[Print 列印](#)[Back to Main Menu 返回主頁](#)

To return to CLO, click **<Exit>** on the top right hand corner of the eForm.

**Education Bureau**  
教育局

[Guideline 指引](#) [Exit 離開](#)

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**P6ID-Form P6ID - Checking List of HKIC Number of P6 Students 表格 P6ID - 小六學生香港身份證號碼核對表**

SCHOOL 學校 ( -0001-2-3)  
PRIVATE 私立 - WHOLE DAY 全日 - 區

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School Language 學校語言: 1-ANGLO-CHINESE 英文部 Last Update Time 上次更改時間: 2016-11-08 10:47:19  
Form Status 填報狀況: Submit 遞交 Submit Time 表格遞交時間: 2016-11-08 10:47:19

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Class Name 班級名稱  [Retrieve Record 擷取資料](#)

\* = The HKIC No. is generated by the system based on the student's HKBC No.  
系統根據學生的香港出生證明號碼而產生的香港身份證號碼。

STRN 學生編號	Student Name (English) 學生姓名(英文)	Student Name (Chinese) 學生姓名(中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 ( dd/mm/yyyy )	HKIC/Generated HKIC No. 身份證號碼 / 系統產生的身份證號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
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[Download Submitted Record 下載已遞交資料](#)[Print 列印](#)[Back to Main Menu 返回主頁](#)

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~ END ~