

Electronic “Registration Certificate for Kindergarten Admission”
Frequently Asked Questions (Schools)

[In the questions and answers below, "schools" refers to those participating in the Kindergarten Education Scheme. The description of using the electronic "Registration Certificate for Kindergarten Admission" (e-RC) is also applicable to the electronic "Kindergarten Admission Pass" (e-AP).]

A. Registration for Admission

1. Q:	Will the paper-based RC be completely abolished in the future?
A:	Upon the implementation of the e-RC initiative, the newly issued RC will become the e-RC which contains a QR code. At that time EDB will stop issuing the old version RC without a QR code. All currently circulating old version RCs will remain valid until they expire. We anticipate that the old version RC will be phased out after the implementation of the e-RC initiative for about 3 years.
2. Q:	Does the school need to replace the paper-based RCs that have been collected (such as those from K2 and K3 students) with e-RCs in due course? Will EDB incorporate the existing records of the RC into the new e-RC system for schools' reference?
A:	The old version RC (i.e., paper-based RC without a QR code) issued by EDB before the implementation of the e-RC initiative will remain valid and can still be used until the expiry of the validity period. In this regard, if a child holding an old version RC changes school, the parent is still required to submit the old version RC to the new school. The computer system that supports registration for admission will keep the real-time registration record of the e-RC only, but not any registration record of the old version RC.
3. Q:	If parents present only the QR code without the e-RC, can they complete the registration process?
A:	During the registration process, the kindergartens only need to scan the QR code on the e-RC to complete the registration process. The record will be saved in the school's computer system. Schools no longer need to keep any copies of the e-RC.
4. Q:	What information does the electronic registration record contain?
A:	The electronic registration record includes the admission school year and level of the child, the child's name, the validity period of the e-RC, date of registration, registration method, and the registration result, etc.
5. Q:	If the system fails and the Batch Registration function is needed, is it necessary to keep the copies of the e-RC from parents?
A:	In the event of a system failure, the school needs to collect the "RC number" and "identity document number" of children printed on their RCs when using the Batch Registration function. When handling registration for admission, schools may request parents to print the e-RC on A4-size paper in advance and submit copies of the e-RC

	<p>to the school.</p> <p>During the initial implementation of the e-RC initiative, schools may request parents to bring along a copy of the e-RC (printed on A4 paper in advance) during the Centralised Registration Dates to facilitate the scanning of the QR code for registration. In the event of system failure, schools may keep the copies of e-RCs themselves. Once the system resumes normal service, schools may either resume scanning the QR code on the e-RC or use the Batch Registration function.</p>
6. Q:	Under the e-RC initiative, will there also be an electronic version of the Provisional Registration Letter (PRL)?
A:	At present, EDB has no plan to introduce an electronic version of PRL. Schools should note that PRL is not a valid registration document. It is used to reflect the parents' intention to enrol their children in the school. Schools are required to scan the QR code on the e-RC when registering a child.

B. Cancellation of registration

1. Q:	If parents need to cancel the registration but have lost the e-RC and the QR code, what can the school do?
A:	<p>Parents can apply to EDB for re-issuance of the e-RC and separate QR code. The previous email attached with the e-RC and QR code will be re-sent to the parents. EDB will charge an administrative fee for re-issuing the e-RC.</p> <p>As for cancelling a child's registration, the school can use the RC number of the child's e-RC in the school's electronic registration record to cancel the registration by "Manual Input". However, the school should retain the text messages or letters communicated with the parents to avoid any future disputes regarding the cancellation of registration.</p>
2. Q:	If a parent decides to withdraw from the school after registration but does not visit the school in person to process the cancellation, he/she just sends a screenshot of the QR code to the school (or informs the school of the e-RC number by phone) and asks the school to cancel the registration on his/her behalf, can the school cancel the child's registration by itself?
A:	Schools may, in accordance with their school-based practices, decide whether to accept a parent's request to cancel a child's registration without the parent's physical presence at the school, based on individual circumstances. Before cancelling a child's registration, the school must verify the identity of the relevant parent and notify the parent through an effective channel (such as email, message, or letter) that the child's registration has been cancelled and that the school will no longer reserve a place for the child to avoid any disputes in the future.
3. Q:	After a parent registers a K1 place for his/her child, the child does not show up at the beginning of the school year. If the school cannot contact the parent, can the school cancel the registration of the child at the school's discretion?

A:	<p>If a child fails to attend school as scheduled after registration and the school cannot contact the child's parents, the school may decide whether to retain a place for the child according to its own arrangements based on the principle of making good use of school places. The school is advised to inform parents of this school-based arrangement in writing during the Centralised Registration Dates (for example, providing a note in a circular) to avoid disputes in the future.</p> <p>To avoid any disputes in the future, the school should keep records of its attempts to contact the parents (such as call records, email copies, letter copies, WhatsApp messages, etc.) for verification purposes.</p>
4. Q:	After K3 students have graduated, is it necessary for the school to scan their e-RCs to cancel their registrations?
A:	The e-RC of the K3 students will become invalid upon graduation due to the expiry of the validity period of the e-RC. The school does not need to scan the e-RC again to cancel the registration.

C. Registration and de-registration when children change schools in the middle of the school year

1. Q:	If a student needs to cancel registration at the original school due to a change of school, does the school need to cancel the registration immediately?
A:	The date on which schools scan the QR code on the e-RC to cancel the registration of children who have dropped out should be the same as the date on which the old version RC was returned to parents before the implementation of the e-RC initiative.
2. Q:	Can a child register at another school on the same day after being de-registered electronically from the school they are attending?
A:	After the school scans the QR code to complete the cancellation of registration of a child who has dropped out, the child can register at another school on the same day.
3. Q:	One month before a child transfers from School A to School B, School B has promised to admit the child. Before the child cancels the registration at School A, can School B proceed with the admission procedures? If School B accepts a copy of the RC as a temporary document for reserving a place for the child, how can this be done after the implementation of the e-RC initiative?
A:	Schools may continue their school-based practices as usual to admit prospective students and reserve places, but schools should note that the Provisional Registration Letter and the copy of the e-RC are not official registration documents. The official registration record should be based on the successful scanning of the QR code on the e-RC.
4. Q:	Do transfer students (i.e., children who change schools in the middle of the school year) still need to be registered at the new school? Does the new school not have to

	repeat the process of adding a new student record for the child?
A:	If a child transfers to another school (School B), School B must scan the QR code on the e-RC to register the child for admission. When the child officially enrolls (i.e., starts attending classes), School B must immediately create a new student record for the child.
5. Q:	A student transfers from School A to School B in the middle of the school year. Is it possible for School B to find out whether the child did attend any other school in the month of transfer?
A:	<p>The computer system supporting registration for admission stores children's registration records only and does not contain any student information. Schools cannot obtain any student information from the system.</p> <p>When admitting new students, schools may confirm directly with parents whether the child has attended another school in the month of admission. If so, the school should confirm the child's last date of attendance in the previous school with the parents. If schools have any queries regarding the calculation of subsidy, they can contact EDB staff responsible for disbursement of unit subsidy.</p>
6. Q:	Must the date when a student cancels registration during the school year due to transferring schools be the "last date of attendance"? For a student transferring from School A to School B, will the date of cancellation of registration at School A affect the subsidy that School B should receive for the period during which the student is enrolled at School B?
A:	The date on which a student's registration is cancelled due to withdrawal should be the same as the date when the school usually returns the old version RC (i.e., the one without a QR code) to the parents. However, the date of returning the RC should not be later than the student's last day of attendance to facilitate the student's transfer to another school for enrolment. For details on the calculation of subsidies, please consult EDB staff responsible for the disbursement of subsidies.
7. Q:	If a school cancels a student's registration a few days before the student's last date of attendance, the student will still attend classes a few days after the cancellation. Would this be regarded as unreasonable?
A:	The school should keep the formal letter or email from the parents notifying the school of the student's withdrawal as proof. The document must clearly state the date of withdrawal.
8. Q:	If a student transfers from School A to School B in the middle of the school year and has not yet been de-registered from School A (i.e., the registration record is still linked to School A), School B will be unable to register the child by scanning the QR code. How can School B proceed?
A:	School B should advise the parent to cancel the child's registration at School A as soon as possible by scanning the QR code on the e-RC. In principle, the date when School A cancels a student's registration should be the same as the date when the old version RC was returned to the parent before implementing the e-RC initiative,

	<p>but no later than the student's last day of attendance.</p> <p>If a student's registration has not been cancelled after dropping out of School A, School B may try to find out the reasons or difficulties through the parent. If necessary, the parent may seek assistance from the School Development Section of the district where School A is located.</p>
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D. Parents' follow-up after receiving the new e-RC re-issued by EDB

1. Q:	Non-local children often need to have the validity of their RCs extended. Will the system automatically remind parents by SMS, email, or other means before the expiry of the RC to apply for a new one through the system?						
A:	<p>Some children hold the RC with a validity period of less than three years, which is insufficient to complete the three-year kindergarten course. EDB will send a notification letter to parents around three months before the expiry date to remind parents to apply in a timely manner to the Immigration Department for an extension of the validity of their entry documents.</p> <p>Schools will also pay attention to the validity period of students' RCs. If necessary, schools will remind the concerned parents that they must apply to the Immigration Department for an extension of their children's stay in Hong Kong as early as possible.</p>						
2. Q:	If parents receive a new e-RC re-issued by EDB (e.g., extension of the validity period or updating information of the e-RC), does the school need to scan the QR code again?						
A:	Schools must re-scan the QR code of the newly issued e-RC to update the children's registration record.						
3. Q:	If a student is re-issued with a new e-RC by EDB, is it necessary for the parent to present the new e-RC to the school?						
A:	<p>EDB will remind parents in the letter of re-issue of the new e-RC that they need to have the new e-RC scanned at the schools (where the children attend) to update the registration records and confirm that the children are still eligible to continue their studies at the schools. The follow-up actions to be taken by parents after they are re-issued with the new e-RC are as follows:</p> <table border="1"> <thead> <tr> <th>Scenario of re-issuance</th><th>Follow-up required</th></tr> </thead> <tbody> <tr> <td>A1. Re-issue of a new e-RC (with approved extension of validity) when an old version RC expires</td><td>After receiving the new e-RC (validity period = extension), parents are required to present the new e-RC to the schools where their children attend and let the schools scan the QR code on the new e-RC to update the registration record.</td></tr> <tr> <td>A2. Re-issue of a new e-RC (with</td><td>(-ditto-)</td></tr> </tbody> </table>	Scenario of re-issuance	Follow-up required	A1. Re-issue of a new e-RC (with approved extension of validity) when an old version RC expires	After receiving the new e-RC (validity period = extension), parents are required to present the new e-RC to the schools where their children attend and let the schools scan the QR code on the new e-RC to update the registration record.	A2. Re-issue of a new e-RC (with	(-ditto-)
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	B1. Re-issue of a new e-RC to replace an old version RC due to change of the child's information (e.g., name)	The old version RC has become invalid. Parents should retrieve the RC from the schools and send them to EDB by post. After receiving the new e-RC (with updated information of the child), parents are required to present the new e-RC to the schools where their children attend and let the schools scan the QR code on the new e-RC to update the registration record.
	B2. Re-issue of a new e-RC to replace an e-RC due to change of the child's information (e.g., name)	The old e-RC has become invalid. After receiving the new e-RC (with updated information of the child), parents are required to present the new e-RC to the schools where their children attend and let the schools scan the QR code on the new e-RC to update the registration record.
	C1. Re-issue of a new e-RC to replace an old version RC which was lost or damaged	The old version RC has become invalid. Parents should retrieve the RC from the schools that their children attend and send them to EDB by post. After receiving the new e-RC (with original information of the child), parents are required to present the new e-RC to the schools where their children attend and let the schools scan the QR code on the new e-RC to update the registration record.
	C2. Re-sending an e-RC (with a QR code) which was lost	EDB will re-send the previous email (attached with the original e-RC and QR code image) to parents. Parents do not need to follow up.
	After receiving the new e-RC, if parents plan to transfer their child to another kindergarten (School B), they should first bring the original e-RC or newly issued e-RC to the original kindergarten to cancel the registration by scanning the QR code before they can re-register at School B.	
4. Q:	If the validity period of a child's e-RC is extended to the next school year, will the computer system of the school where the child attends be able to update the registration record by scanning the QR code?	
A:	If the validity period of a child's e-RC is extended to the next school year, the school's computer system can update the registration record by scanning the QR code.	
