

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

(Ver.: 202409)

Index

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

- I. How to enter the eForm for Student Information Management System (STIMS)
- II. Select the School Language and a Particular eForm
- III. Points-to-note/tips before you start
- IV. Save the eForm regularly and frequently

B. Guidelines on Using eForm A

- I. Tips for filling in the eForm A
- II. Add a new record of student leaving/absence from school
- III. Completing the new record in eForm A
- IV. Delete a record of student leaving/absence from school
- V. Save the eForm A
- VI. Reset the eForm A
- VII. Print and Download the eForm A
 - a. Print hardcopy of eForm A
 - b. Download softcopy of eForm A
- VIII. Submit the eForm A
- IX. Exit the eForm A

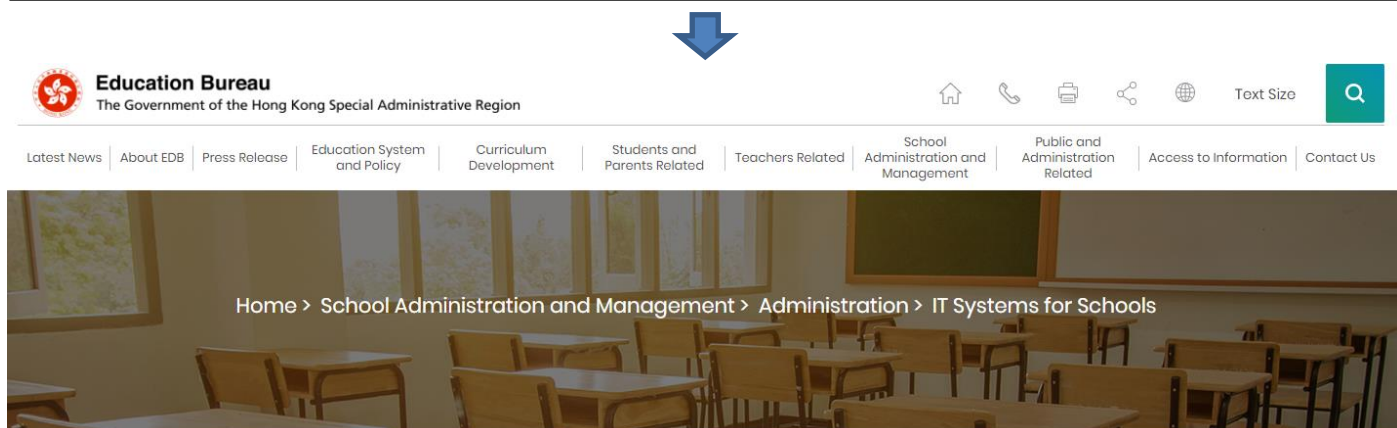
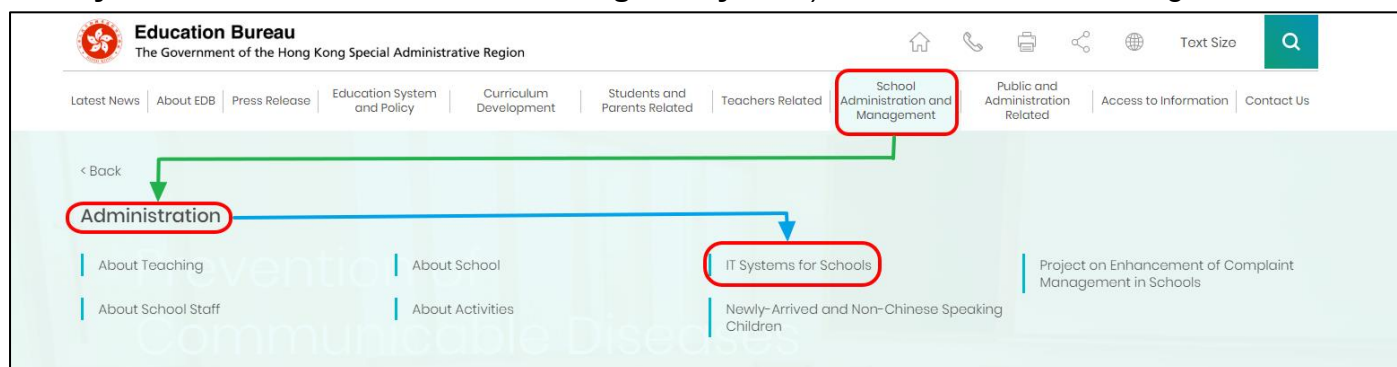
A. General Guidelines on Using eForm for Student Information Management System (STIMS)

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:

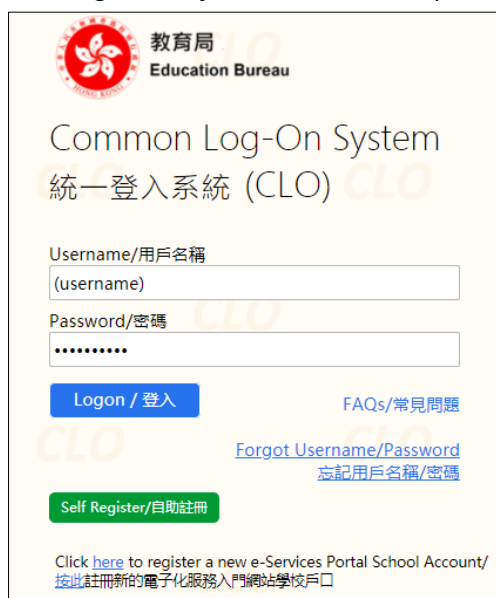


IT Systems for Schools

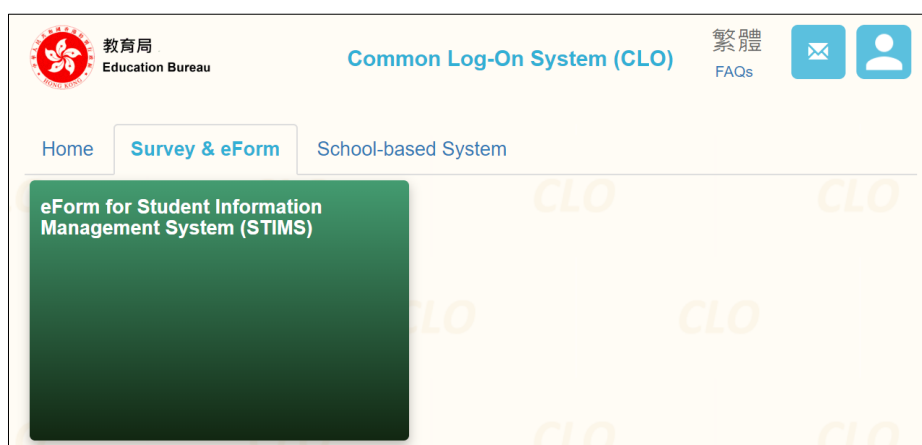
- [Common Log-On System \(CLO\)](#)
- [WebSAMS](#)

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 administrators¹ or the personal user accounts² as delegated by school in CLO.)

The image shows the login page of the Common Log-On System (CLO). At the top left is the Education Bureau logo. The title "Common Log-On System" and "統一登入系統 (CLO)" are centered. Below the title are two input fields: "Username/用戶名稱" with a placeholder "(username)" and "Password/密碼" with a masked password "*****". To the right of the password field is a link "FAQs/常見問題". Below the input fields is a blue button "Logon / 登入". To its right is a link "Forgot Username/Password" and "忘記用戶名稱/密碼". At the bottom left is a green button "Self Register/自助註冊". At the bottom center is a link "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 for Student Information Management System (STIMS)** through the shortcut.

The image shows the main page of the Common Log-On System (CLO). At the top left is the Education Bureau logo. The title "Common Log-On System (CLO)" is centered. To the right of the title are links "繁體" and "FAQs". Below the title are three tabs: "Home", "Survey & eForm" (which is selected), and "School-based System". Below the tabs is a large green button labeled "eForm for Student Information Management System (STIMS)".

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.

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

edish01

Confirm/Select school to represent 確認/選擇所代表學校

Confirm/Select school to represent 確認/選擇所代表學校

(PENDING)(A PROPOSED PRI CUM SEC SECONDARY SCHOOL IN SHATIN) (560561000133) WHOLE DAY 全日 SHA TIN 沙田區

(PENDING) (PROPOSED SCHOOL SITE AT INVERNESS ROAD, KOWLOON CITY) (567469000133) WHOLE DAY 全日 KOWLOON CITY 九龍城區

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.

The interface of the eForm 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.

Education Bureau
教育局

School Name

School Number

Exit 離開

COLLEGE 中學 (-0001-3-3)

Category of school

District of school

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	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	
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	
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	
Form D	Student Particulars Amendment Form	Enter 進入
表格 D	學生資料更正表格	
Form E	Enrolment Survey	Enter 進入
表格 E	學生收錄實況調查	

[Back to Index](#)

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.

**Education Bureau**
教育局

Exit 離開

COLLEGE 中學 (-0001-3-3)

AIDED 資助 - WHOLE DAY 全日 - 區

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

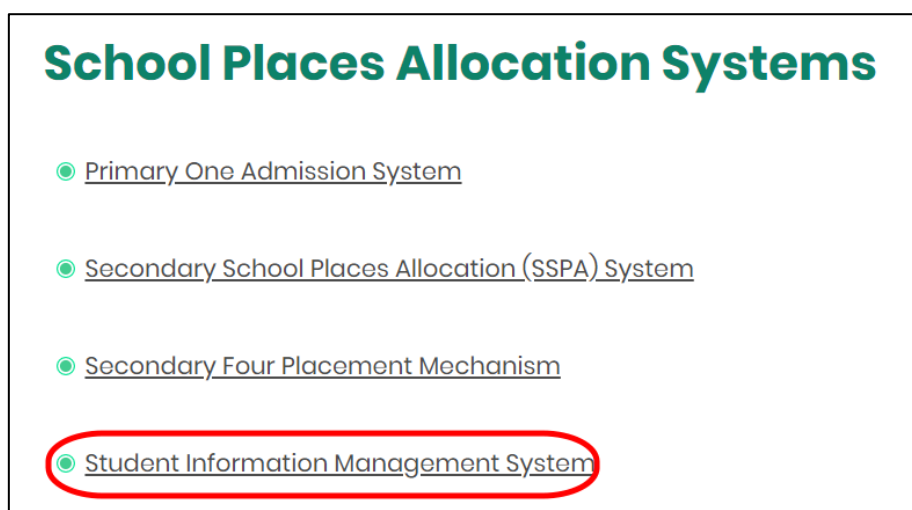
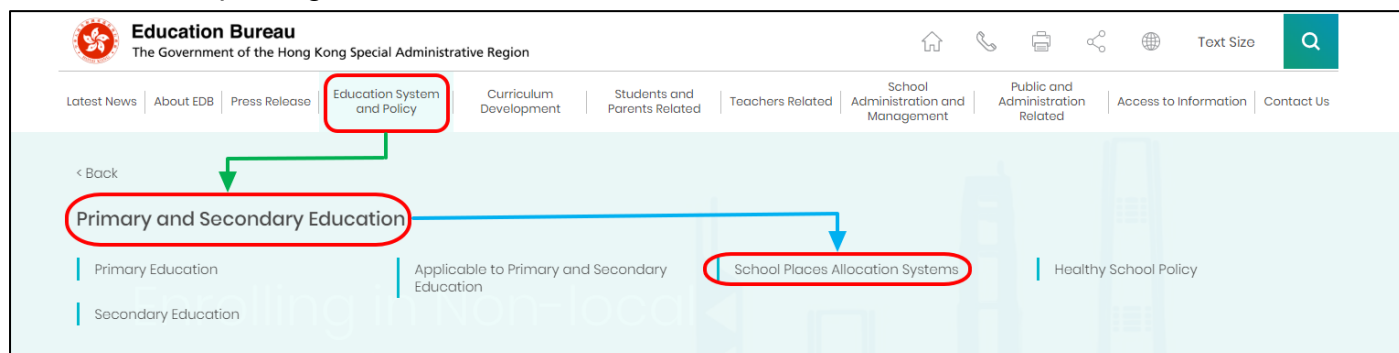
Form A	Report of Student Leaving / Absence from School	Enter 進入
表格 A	學生離校 / 缺課報告表格	
Form B	Form for Reporting Admission of Students with Student Reference Number	Enter 進入
表格 B	填報已有學生編號的人學學生表格	
Form C	Form for Reporting Admission of Students without Student Reference Number	Enter 進入
表格 C	填報未有學生編號的人學學生表格	
Form D	Student Particulars Amendment Form	Enter 進入
表格 D	學生資料更正表格	
Form E	Enrolment Survey	Enter 進入
表格 E	學生收錄實況調查	

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

[Back to Index](#)

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 > 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 in updating the eForm.



[Back to Index](#)

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 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 become "Save" and the "Last Update Time" will display the time that you save the eForm. The message "Record updated successfully" will also be displayed.

[Back to Index](#)

B. Guidelines on Using eForm A

“eForm A” is for reporting students “leaving” or “absence for 7 consecutive school days or more”. Schools should report this form without delay on the 7th school day of the student’s continuous absence. For details, please refer to the EDB Circular on “Upholding Students’ Right to Education”.

The “last day of attendance” to be entered should be **the last date that the student attends the school**.

For any student whose **absence** (i.e. reason code 51 to 58, 98) has been reported before by eForm A, the school should report his/her **leaving by using eForm A** (i.e. reason code 02 to 06, 08 to 13, 99) **again** if the student has left the school later on.

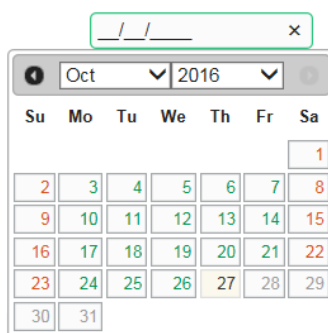
For any student who has been reported non-attendance with a reason “Pending confirmation of reason behind the student's absence (reason code 97)” before by Form A in the eForm A, the school should report his/her absence with the confirmed reason by using Form A in the eForm A again in due course after the reason of non-attendance has been confirmed.

For a student whose period of absence spans across the previous and current school years, school may either

- submit another eForm A for leaving by the end of the previous school year; or
- report the student in enrolment survey (Note: The school had reported absence during last school year) and the student is regarded as continuously absent in the current school year. If the student is confirmed as “*departed*”, school should submit eForm A for leaving with “last day of attendance” in the previous school year. Or, if the student returns to school, school should submit eForm B for re-admission in the current school year.

I. Tips for filling in the eForm A

- In the eForm, all the fields marked with asterisk “*” are mandatory and you must fill in to provide sufficient information for further processing. 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’. Inputting slashes “/”, spaces or symbols between DD, MM and YYYY is not required. For example, to input the date 21st September, 2016, enter “21092016”. On the other hand, you may use the calendar tool to select the exact date.



- Once an eForm A is submitted, all the data in this eForm cannot be retrieved, amended and re-submitted. 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.

[Back to Index](#)

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

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

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教育局

[Guideline 指引](#) [Exit 離開](#)

A-Form A - Report of Student Leaving / Absence from School 表格 A - 學生離校 / 缺課報告表格

COLLEGE 中學 (-0001-3-3)

AIDED 資助 - 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 遞交 Submit Time 表格遞交時間:

* = Mandatory fields 必須填寫

Add Record 新增資料

Save 儲存 Submit 遞交 Reset 重設 Download Saved Record 下載已儲存資料 Print 列印 Back to Main Menu 返回主頁

To add a new record of student leaving/absence from school, click **<Add Record>**.

* = Mandatory fields 必須填寫

Add Record 新增資料

Save 儲存 Submit 遞交 Reset 重設 Download Saved Record 下載已儲存資料 Print 列印 Back to Main Menu 返回主頁

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

* = Mandatory fields 必須填寫

1. Student Particulars 學生資料 [Delete 刪除](#)

*S RN 學生編號

*Chinese / English Student Name 學生中或英文姓名

*Leaving / Absence Reason 學生離校/缺課原因

Home Telephone 住宅電話號碼

Sex 性別

*Class Level Last Attended 最後就讀班級

Please Select

Date of Birth 出生日期 (dd/mm/yyyy)

*Last Day of Attendance 最後上課日期 (dd/mm/yyyy)

Please Select

SGO/SGT/SGP/Social Worker Case 學生輔導主任/老師/人員或社工個案

Parent/Guardian Information - Please fill in either Chinese or English 家長/監護人資料 - 只須填寫中文或英文

Student Home Address - Please fill in either Chinese or English 學生住址 - 只須填寫中文或英文

English 英文	Chinese 中文	English 英文	Chinese 中文
Parent/Guardian Name 家長/監護人姓名		Flat 室	
Relation 關係	Please Select	Floor 樓	
Occupation 職業		Block 座	
Contact Telephone 聯絡電話		Building 大廈名稱	
Mobile Telephone 流動電話		Estate/Village 屋村	
		Street/Street No. 街道名稱/號	
		District 地區	Please Select

Further Information 其他資料

[Back to Index](#)

III. Completing the new record in eForm A

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

All data items should be entered. The name, telephone and/or mobile phone numbers, occupation of Parent/Guardian and the Student Home Address entered are to facilitate the Non-attendance Cases Team to enforce the policy on universal basic education.

* = Mandatory fields 必須填寫

1. Student Particulars 學生資料 Delete 刪除

*STRN 學生編號	A0000003	Sex 性別	M-MALE 男	Date of Birth 出生日期 (dd/mm/yyyy)	01/01/2000
*Chinese / English Student Name 學生中或英文姓名	CHAN SIU MAN	*Class Level Last Attended 最後就讀班級	S1	*Last Day of Attendance 最後上課日期 (dd/mm/yyyy)	18/10/2016
*Leaving / Absence Reason 學生離校/缺課原因	01-FURTHER STUDY 海外升學				
Home Telephone 住宅電話號碼	21234567	SGO/SGT/SGP/Social Worker Case 學生輔導主任/老師/人員或社工個案		<input type="checkbox"/>	

Parent/Guardian Information - Please fill in either Chinese or English 家長/監護人資料 - 只須填寫中文或英文

English 英文	Chinese 中文
Parent/Guardian Name 家長/監護人姓名	CHAN TAI MAN
Relation 關係	01-FATHER 父親
Occupation 職業	TEACHER
Contact Telephone 聯絡電話	21234567
Mobile Telephone 流動電話	91234567 x

Student Home Address - Please fill in either Chinese or English 學生住址 - 只須填寫中文或英文

English 英文	Chinese 中文
Flat 室	A
Floor 樓	33
Block 座	
Building 大廈名稱	GRACEFUL HSE
Estate/Village 屋村	EDB GARDEN
Street/Street No. 街道名稱/號	
District 地區	B-WAN CHAI 灣仔區

Further Information 其他資料

Add Record 新增資料

Save 儲存 Submit 遞交 Reset 重設 Download Saved Record 下載已儲存資料 Print 列印 Back to Main Menu 返回主頁

If there is more than one student leaving/absence from school, you can click **<Add Record>** again to create another record. Remember to save the eForm A after inputting data for each record.

Further Information 其他資料

Add Record 新增資料

Save 儲存 Submit 遞交 Reset 重設 Download Saved Record 下載已儲存資料 Print 列印 Back to Main Menu 返回主頁

[Back to Index](#)

IV. Delete a record of student leaving/absence from school

If you have added a new record that is not required, click **<Delete>** on the right-hand side of the record to delete it.

* = Mandatory fields 必須填寫

1. Student Particulars 學生資料 **Delete 刪除**

*STRN 學生編號	A0000003	Sex 性別	M-MALE 男	Date of Birth 出生日期 (dd/mm/yyyy)	01/01/2000
*Chinese / English Student Name 學生中或英文姓名	CHAN SIU MAN	*Class Level Last Attended 最後就讀班級	S1	*Last Day of Attendance 最後上課日期 (dd/mm/yyyy)	18/10/2016
*Leaving / Absence Reason 學生離校/缺課原因	01-FURTHER STUDY 海外升學				
Home Telephone 住宅電話號碼	21234567	SGO/SGT/SGP/Social Worker Case 學生輔導主任/老師/人員或社工個案 <input type="checkbox"/>			

Parent/Guardian Information - Please fill in either Chinese or English
家長/監護人資料 - 只須填寫中文或英文

Student Home Address - Please fill in either Chinese or English
學生住址 - 只須填寫中文或英文

English 英文		Chinese 中文	
Parent/Guardian Name 家長/監護人姓名	CHAN TAI MAN	Flat 室	A
Relation 關係	01-FATHER 父親	Floor 樓	33
Occupation 職業	TEACHER	Block 座	
Contact Telephone 聯絡電話	21234567	Building 大廈名稱	GRACEFUL HSE
Mobile Telephone 流動電話	91234567 x	Estate/Village 屋村	EDB GARDEN
		Street/Street No. 街道名稱/號	
		District 地區	B-WAN CHAI 灣仔區

Further Information 其他資料

Add Record 新增資料

Save 儲存 Submit 遞交 Reset 重設 Download Saved Record 下載已儲存資料 Print 列印 Back to Main Menu 返回主頁

A confirmation message will pop up. If you click **<Yes>**, the record will be deleted.

Confirmation ✕

^ Are you sure to delete the student record? 你是否確定刪除此資料?

✓ Yes

✕ No

[Back to Index](#)

V. Save the eForm A

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

[Further Information 其他資料](#)
[Add Record 新增資料](#)
[Save 儲存](#)
[Submit 遞交](#)
[Reset 重設](#)
[Download Saved Record 下載已儲存資料](#)
[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?

If there is/are any student record(s) not yet updated or confirmed, you will NOT be allowed to submit eForm A. 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.

Mandatory Input: STRN 必須填寫: STRN Mandatory Input: Student Name 必須填寫: Student Name Mandatory Input: Class Level Last Attended 必須填寫: Class Level Last Attended Mandatory Input: Last Day of Attendance 必須填寫: Last Day of Attendance Invalid input data. Record update failed. 填報資料不正確，資料儲存失敗		<div style="border: 2px solid blue; padding: 5px; color: blue; font-weight: bold;">Notify unsuccessful saving and reason(s)</div>		✖
Guideline 指引 Exit 離開				
A-Form A - Report of Student Leaving / Absence from School 表格 A - 學生離校 / 缺課報告表格				
COLLEGE 中學 () -0001-3-3)				
AIDED 資助 - 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 遞交	Submit Time 表格遞交時間:		
* = Mandatory fields 必須填寫				
1. Student Particulars 學生資料				
*STRN 學生編號	<input type="text"/>	Sex 性別	M-MALE 男	Date of Birth 出生日期 (dd/mm/yyyy) 01/01/2000
*Chinese / English Student Name 學生中或英文姓名	<input type="text"/>	*Class Level Last Attended 最後就讀班級	Please Select	*Last Day of Attendance 最後上課日期(dd/mm/yyyy) <input type="text"/>
*Leaving / Absence Reason 學生離校/缺課原因	01-FURTHER STUDY 海外升學			
Home Telephone 住宅電話號碼	21234567	SGO/SGT/SGP/Social Worker Case 學生輔導主任/老師/人員或社工個案 <input type="checkbox"/>		
Parent/Guardian Information - Please fill in either Chinese or English 家長/監護人資料 - 只須填寫中文或英文		Student Home Address - Please fill in either Chinese or English 學生住址 - 只須填寫中文或英文		
English 英文	Chinese 中文	English 英文	Chinese 中文	
Parent/Guardian Name 家長/監護人姓名	CHAN TAI MAN	Flat 室	A	
Relation 關係	01-FATHER 父親	Floor 樓	14	
Occupation 職業	TEACHER	Block 座	2	
Contact Telephone 聯絡電話	21234567	Building 大廈名稱	LUI KEE BUILDING	
Mobile Telephone 流動電話	91234567	Estate/Village 屋村		
		Street/Street No. 街道名稱/號	QUEEN'S ROAD EAST	
		District 地區	B-WAN CHAI 灣仔區	
Further Information 其他資料 <input type="text"/>				
Add Record 新增資料				
Save 儲存	Submit 遞交	Reset 重設	Download Saved Record 下載已儲存資料	Print 列印
Back to Main Menu 返回主頁				

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 successfully saving**

[Guideline 指引](#) [Exit 離開](#)

A-Form A - Report of Student Leaving / Absence from School 表格 A - 學生離校 / 缺課報告表格

COLLEGE 中學 (-0001-3-3)
AIDED 資助 - 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: 2016-10-25 15:57:27
Submit Time 表格遞交時間: 2016-10-25 12:46:46

* = Mandatory fields 必須填寫

1. Student Particulars 學生資料 [Delete 刪除](#)

*STRN 學生編號: A0000003
Sex 性別: M-MALE 男
Date of Birth 出生日期 (dd/mm/yyyy): 01/01/2000
*Chinese / English Student Name 學生中或英文姓名: CHAN SIU MAN
*Class Level Last Attended 最後就讀班級: S1
*Last Day of Attendance 最後上課日期 (dd/mm/yyyy): 18/10/2016
*Leaving / Absence Reason 學生離校/缺課原因: 01-FURTHER STUDY 海外升學
Home Telephone 住宅電話號碼: 21234567
SGO/SGT/SGP/Social Worker Case 學生輔導主任/老師/人員或社工個案: ☐
Parent/Guardian Information - Please fill in either Chinese or English 家長/監護人資料 - 只須填寫中文或英文
Student Home Address - Please fill in either Chinese or English 學生住址 - 只須填寫中文或英文

[Back to Index](#)

VI. Reset the eForm A

You can click <Reset> to reset all the information entered after the last save action.

[Add Record 新增資料](#)

[Save 儲存](#) [Submit 遞交](#) **[Reset 重設](#)** [Download Saved Record 下載已儲存資料](#) [Print 列印](#) [Back to Main Menu 返回主頁](#)

The system will pop up a message to seek user's confirmation. **Be careful**, all the actions performed by users after the “Last Update Time” will be cancelled without saving to the eForm A when you press <Yes>.

Confirmation

^ Are you sure to reset the form? 你是否確定重設此表格?

[✓ Yes](#) [✗ No](#)

[Back to Index](#)

VII. Print and download the eForm A

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

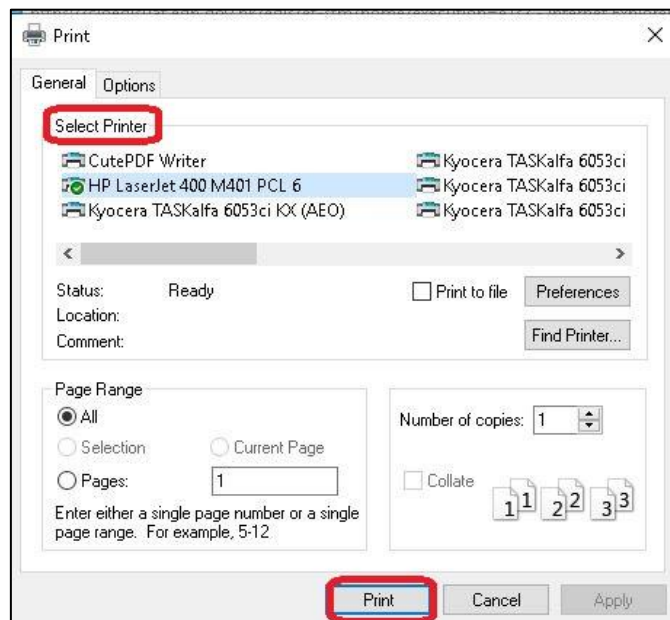
a. Print hardcopy of eForm A

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




The screenshot shows the bottom of the eForm A submission interface. It features a row of buttons: 'Add Record 新增資料', 'Save 儲存', 'Submit 遞交', 'Reset 重設', 'Download Saved Record 下載已儲存資料', 'Print 列印', and 'Back to Main Menu 返回主頁'. The 'Print 列印' button is highlighted with a red rectangle.

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.



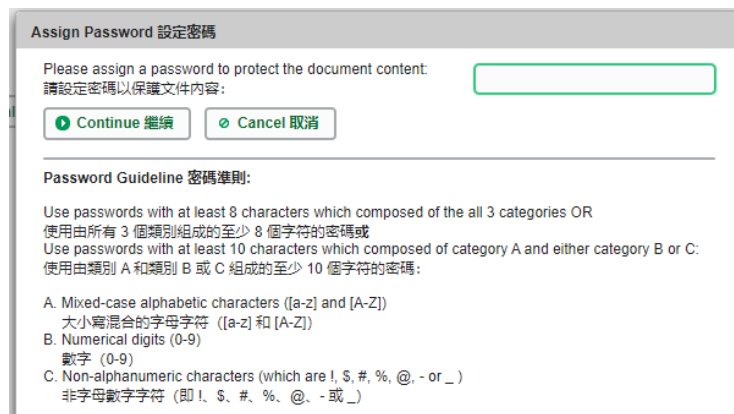
b. Download softcopy of eForm A

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



The screenshot shows the bottom of the eForm A submission interface. It features a row of buttons: 'Add Record 新增資料', 'Save 儲存', 'Submit 遞交', 'Reset 重設', 'Download Saved Record 下載已儲存資料', 'Print 列印', and 'Back to Main Menu 返回主頁'. The 'Download Saved Record 下載已儲存資料' button is highlighted with a red rectangle.

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.



Assign Password 設定密碼

Please assign a password to protect the document content:
請設定密碼以保護文件內容:

Password Guideline 密碼準則:

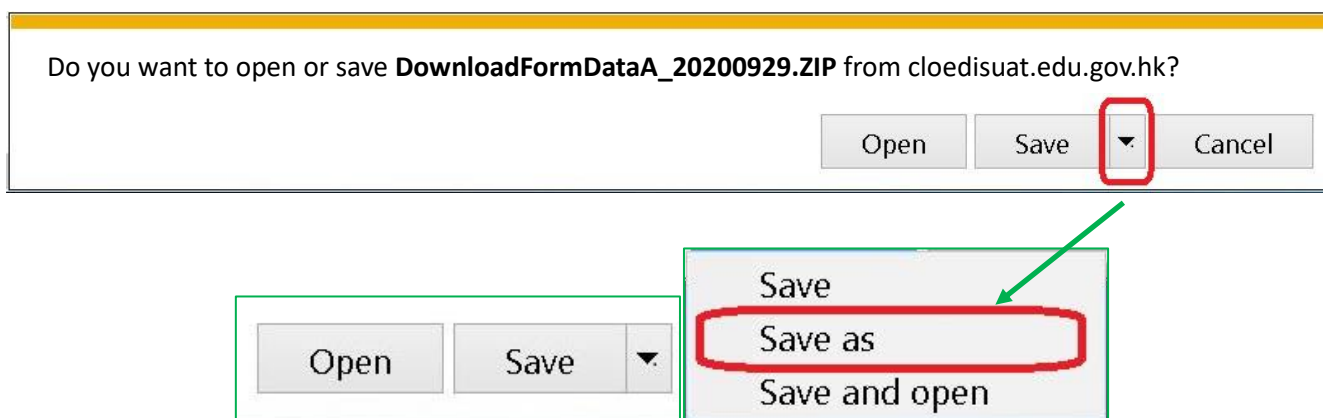
Use passwords with at least 8 characters which composed of the all 3 categories OR
使用由所有 3 個類別組成的至少 8 個字符的密碼或
Use passwords with at least 10 characters which composed of category A and either category B or C:
使用由類別 A 和類別 B 或 C 組成的至少 10 個字符的密碼:

A. Mixed-case alphabetic characters ([a-z] and [A-Z])
大小寫混合的字母字符 ([a-z] 和 [A-Z])

B. Numerical digits (0-9)
數字 (0-9)

C. Non-alphanumeric characters (which are !, \$, #, %, @, - or _)
非字母數字字符 (即 !, \$, #, %, @, - 或 _)

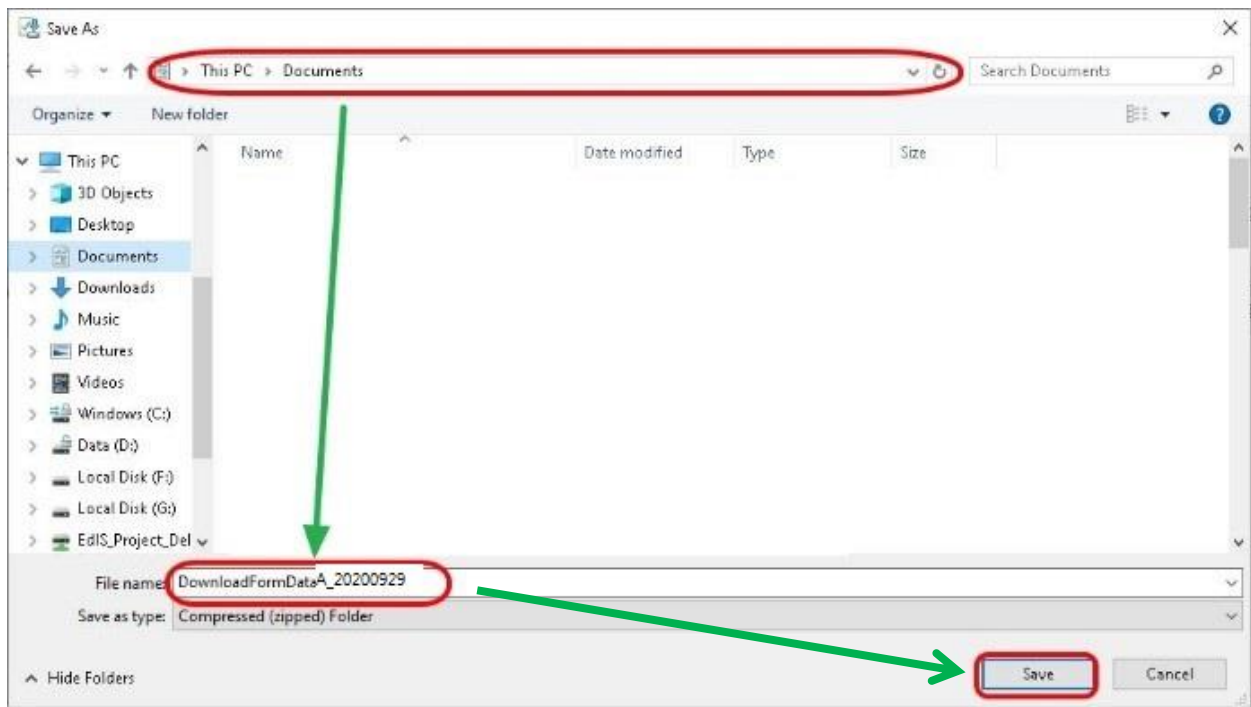
A “file download” dialog will be shown on the bottom of screen. On the right hand side of the **<Save>** button, there is a pull-down menu button. Select **<Save as>** on the pull down menu.



Do you want to open or save **DownloadFormDataA_20200929.ZIP** from cloedisuat.edu.gov.hk?

Save
Save as
Save and open

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.

[Back to Index](#)

VIII. Submit the eForm A

After updating the eForm A, you should make sure that all the data entered are 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.

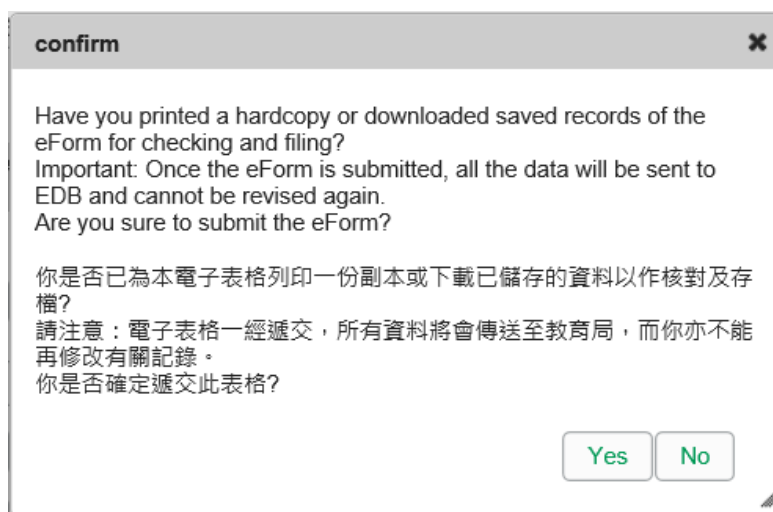


Further Information 其他資料

Add Record 新增資料

Save 儲存 Submit 遞交 Reset 重設 Download Saved Record 下載已儲存資料 Print 列印 Back to Main Menu 返回主頁

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



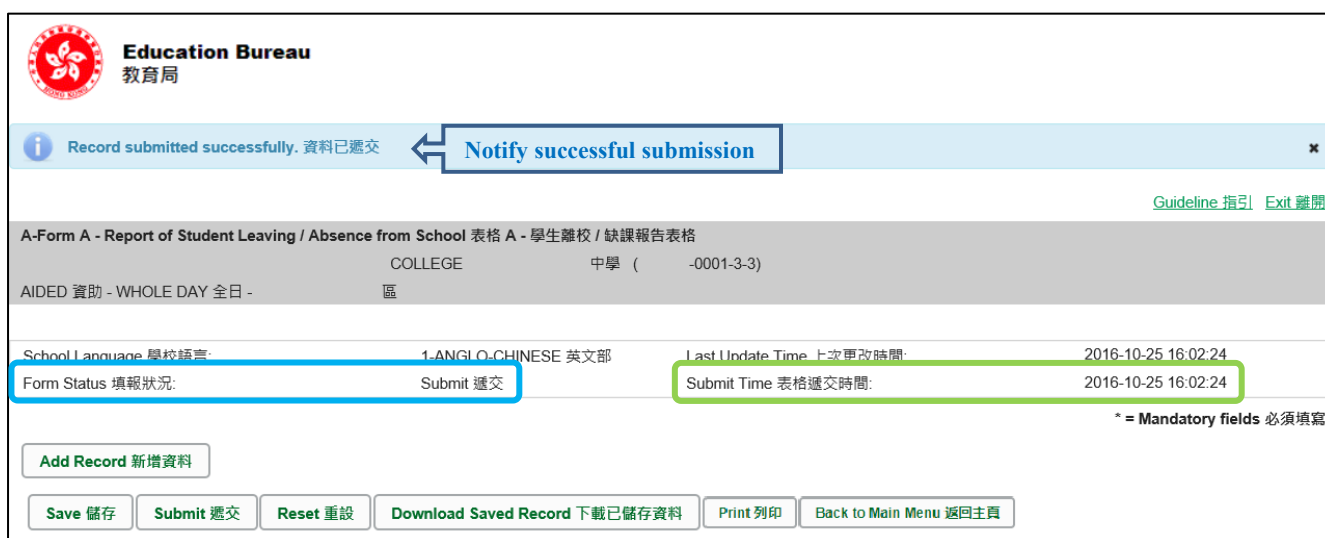
confirm

Have you printed a hardcopy or downloaded saved records of the eForm for checking and filing?
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?

你是否已為本電子表格列印一份副本或下載已儲存的資料以作核對及存檔?
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？

Yes No

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

A-Form A - Report of Student Leaving / Absence from School 表格 A - 學生離校 / 缺課報告表格

SCHOOL COLLEGE 中學 (-0001-3-3)

AIDED 資助 - 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: 2016-10-25 16:02:24

Form Status 填報狀況: Submit 遞交 Submit Time 表格遞交時間: 2016-10-25 16:02:24

* = Mandatory fields 必須填寫

Add Record 新增資料

Save 儲存 Submit 遞交 Reset 重設 Download Saved Record 下載已儲存資料 Print 列印 Back to Main Menu 返回主頁

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

[Back to Index](#)

IX. Exit the eForm A

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

The screenshot shows the Education Bureau eForm A interface. At the top left is the Education Bureau logo and name. On the top right, there are links for 'Guideline 指引' and 'Exit 離開'. The main header area displays 'A-Form A - Report of Student Leaving / Absence from School 表格 A - 學生離校 / 缺課報告表格'. Below this, it shows 'COLLEGE 中學 (-0001-3-3)' and 'AIDED 資助 - WHOLE DAY 全日 - 區'. A table below contains details: School Language (學校語言) is 1-ANGLO-CHINESE 英文部, Last Update Time (上次更改時間) is 2016-10-25 16:02:24, Form Status (填報狀況) is Submit 遞交, and Submit Time (表格遞交時間) is 2016-10-25 16:02:24. A note at the bottom right states '* = Mandatory fields 必須填寫'. At the bottom, there is a row of buttons: 'Add Record 新增資料', 'Save 儲存', 'Submit 遞交', 'Reset 重設', 'Download Saved Record 下載已儲存資料', 'Print 列印', and 'Back to Main Menu 返回主頁'. The 'Back to Main Menu 返回主頁' button is highlighted with a red box.

If there is any unsaved change, the system will remind you and request your confirmation. Press **<No>** to save updated data, or press **<yes>** to exit without saving of updated data.

The screenshot shows a 'Confirm' dialog box with a close button (X) in the top right corner. The text inside reads: 'Data has been changed. Are you sure to exit without saving? 資料已被更新, 你是否確定離開而不儲存資料?'. Below the text are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a red box.

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

The screenshot shows the Education Bureau eForm A interface, similar to the one above. At the top right, the 'Exit 離開' link is highlighted with a red box. The rest of the interface, including the header, table, and bottom buttons, is identical to the previous screenshot.

If there is any unsaved change, the system will remind you and request your confirmation. Press **<No>** to save updated data, or press **<yes>** to exit without saving of updated data.

[Back to Index](#)

~ END ~