

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

(Ver.:202409)

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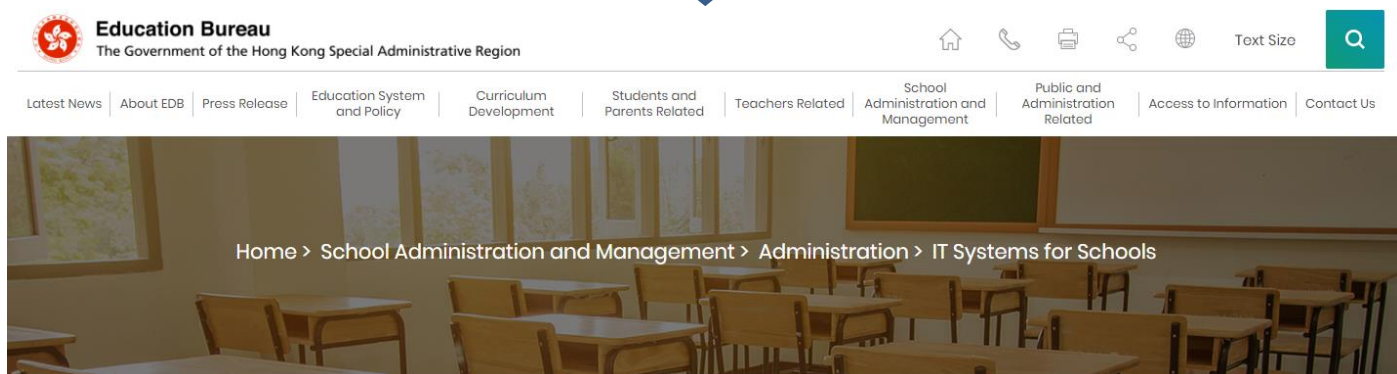
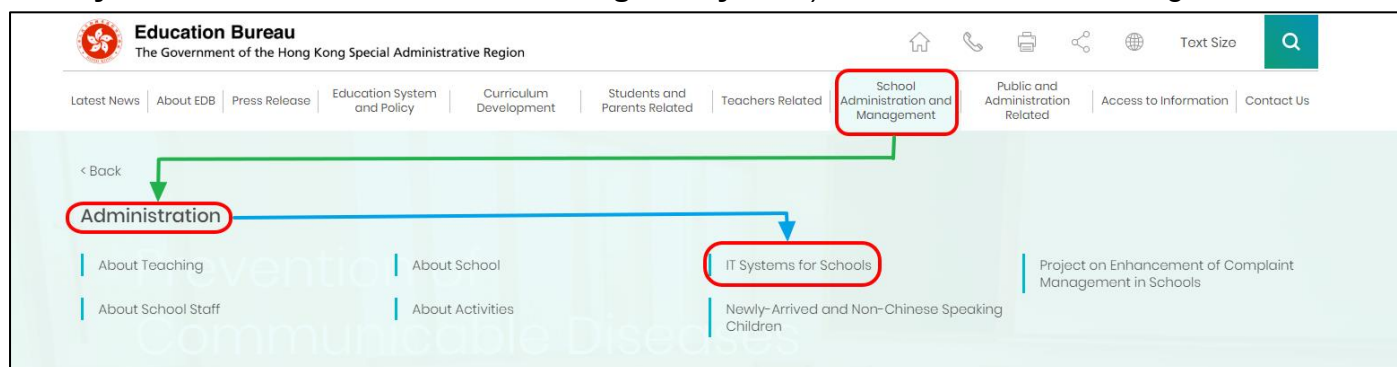
A. General Guidelines on Using eForm for Student Information Management System (STIMS)

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:

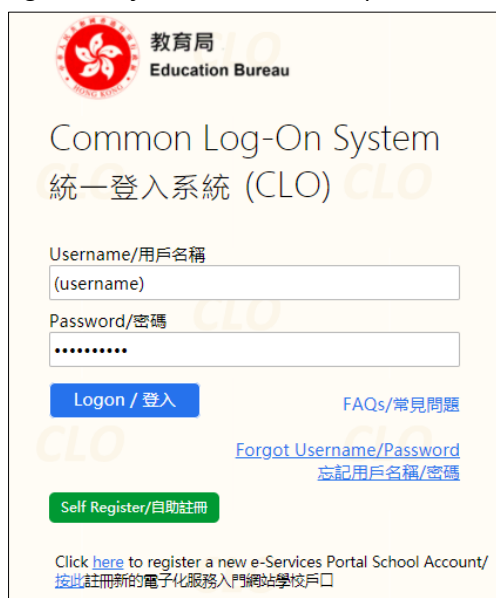


IT Systems for Schools

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

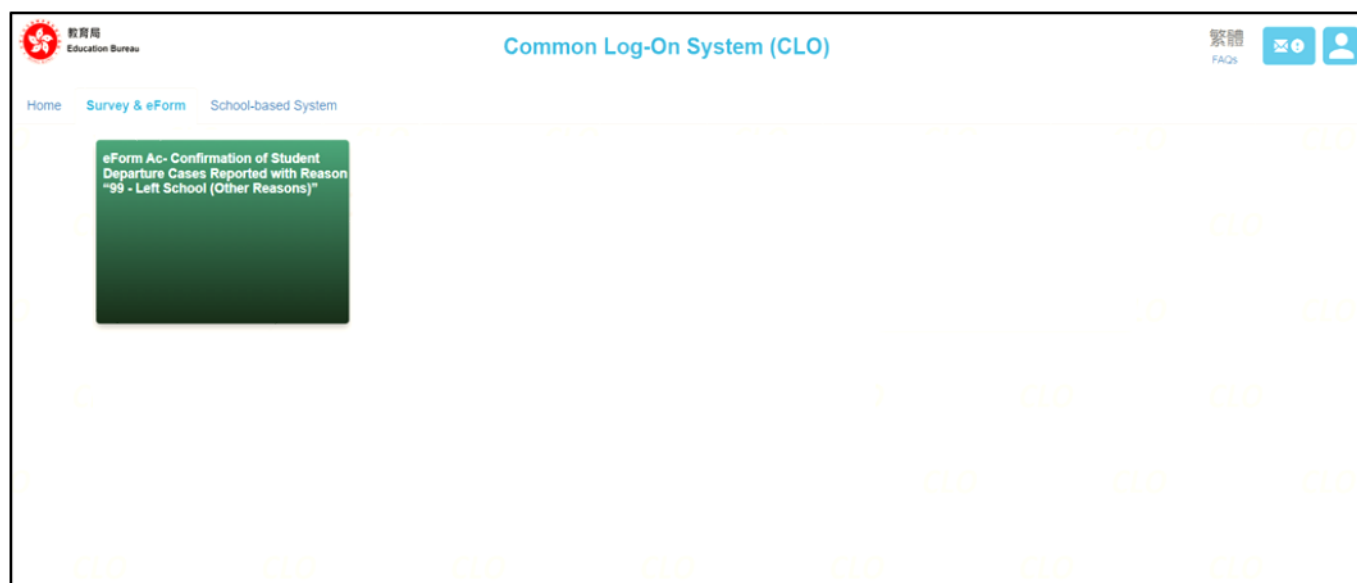
On the logon page, enter the Username and Password and click **<Logon>**.

(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.)



The image shows the login page of the Common Log-On System (CLO). At the top left is the Education Bureau logo and the text '教育局 Education Bureau'. 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 placeholder '.....'. 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' and a green button 'Self Register/自助註冊'. To the right of the 'Logon' button is a link 'Forgot Username/Password' and '忘記用戶名稱/密碼'. At the bottom, there 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 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.

The screenshot shows the Education Bureau logo and the title "eForm Ac - Confirmation of Student Departure Cases Reported with Reason '99 - Left School (Other Reasons)". Below the title is a dropdown menu with the text "Confirm / Select a school 確認/選擇一所學校". The dropdown menu is open, showing a list of schools with their names in English and Chinese, and their respective STNs and school types.

Confirm / Select a school 確認/選擇一所學校
LUEN KWONG PUBLIC SCHOOL 公立聯光學校 (112593000133) WHOLE DAY 全日 YUEN LONG 元朗區
S.K.H. CHI FU CHI NAM PRIMARY SCHOOL 聖公會地南小學 (513431000123) WHOLE DAY 全日 SOUTHERN 南區
(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.

The notification message box contains the following text:

Please note that eForms for Student Information Management System (STIMS) have been revised. The data item names and descriptions are displayed in both Chinese and English.

請注意，學生資料管理系統(STIMS) 電子表格已作出更新，數據欄名稱及說明會同時以中文及英文顯示。

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

The screenshot shows the Education Bureau logo and the title "eForm Ac - Confirmation of Student Departure Cases Reported with Reason '99 - Left School (Other Reasons)". Below the title is a dropdown menu with the text "ANGLO-CHINESE 英文部". The dropdown menu is open, showing a list of schools with their names in English and Chinese, and their respective STNs and school types.

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:

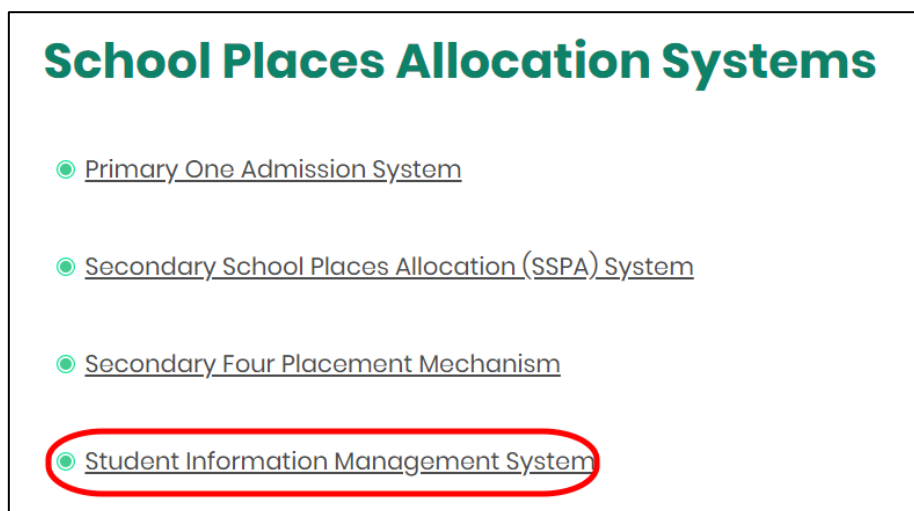
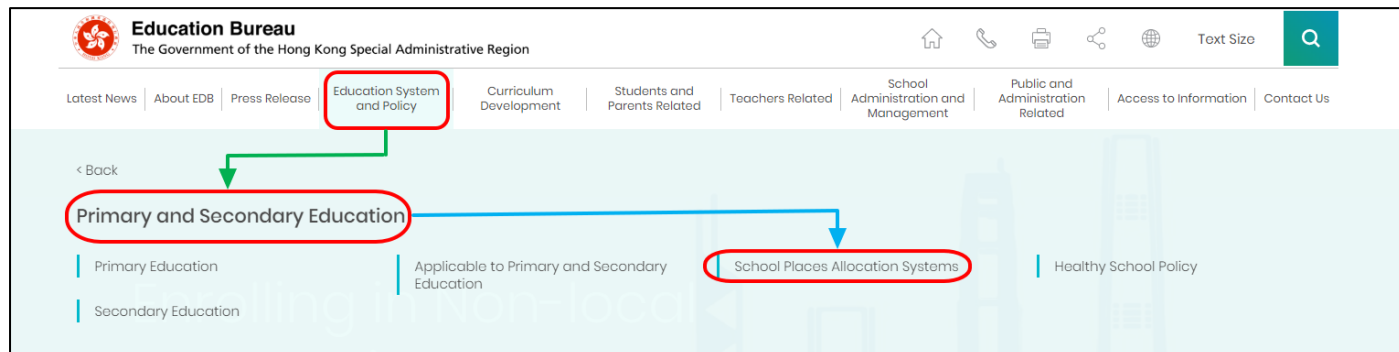
School Year 學校年度	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Sex 性別	Date of Birth 出生日期	Home District Board 學生家居區議會 分區	Class Level Last Attended 最後就讀班級	Admission Date 入學日期	Last Date of Attendance 最後上課日期	Departure Remark 離校備註	Departure Reason (Proposed by EDB) 離校原因 (教育局建議)	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													

Save 儲存 Submit 遞交 Print 列印

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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.



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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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[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:

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 - 移民	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 - 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 **Submit 遞交** **Print 列印**

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				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				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** **Print 列印**

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**

[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 17:03:22
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.	2023/24				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 不同意見原因:												
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 不同意見原因:												

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

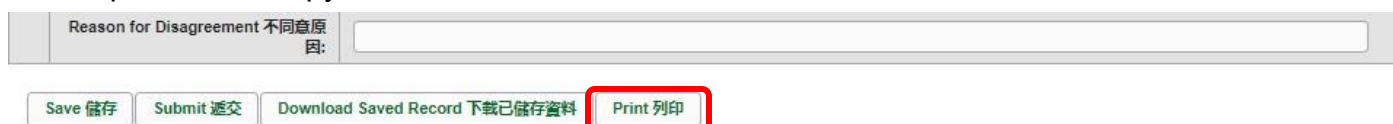
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III. Print and download the eForm Ac

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.

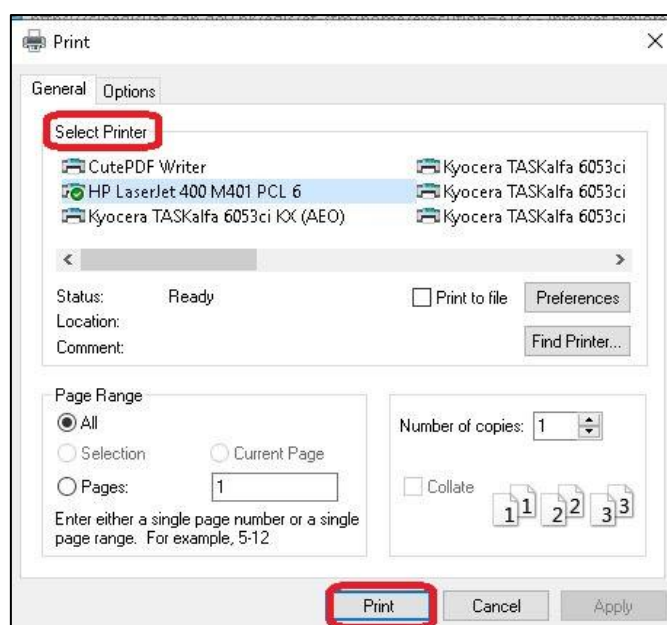
a. Print hardcopy of eForm Ac

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



The screenshot shows the bottom of the eForm submission interface. It includes a text field for 'Reason for Disagreement 不同意原因:' and four buttons: 'Save 儲存', 'Submit 遞交', 'Download Saved Record 下載已儲存資料', and 'Print 列印'. 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.



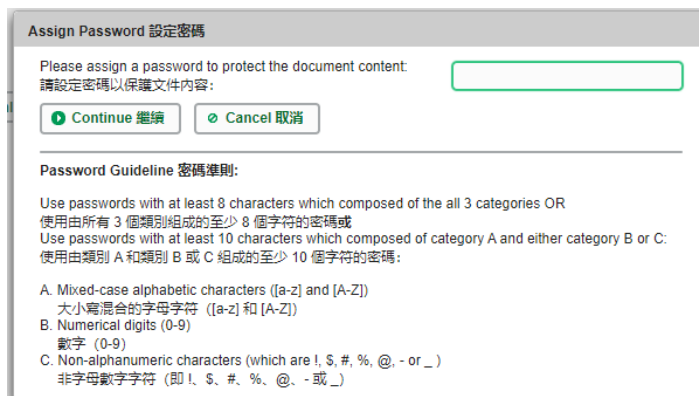
b. Download softcopy of eForm Ac

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



The screenshot shows the bottom of the eForm submission interface, similar to the one above. 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 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.



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:

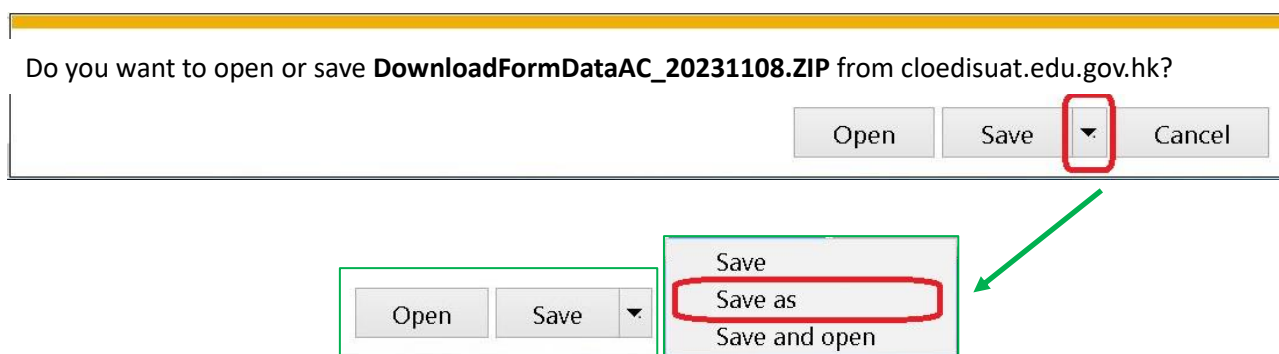
Continue 繼續 **Cancel 取消**

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 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.



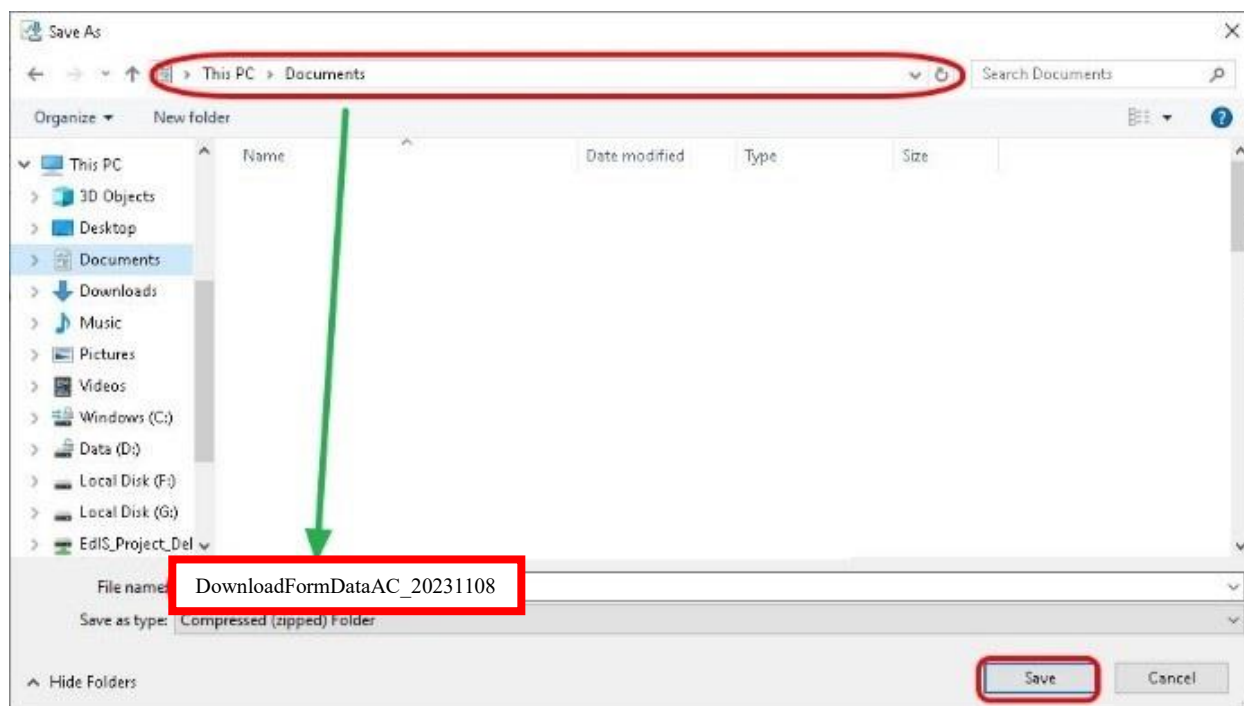
Do you want to open or save **DownloadFormDataAC_20231108.ZIP** from cloedisuat.edu.gov.hk?

Open **Save** **▼** **Cancel**

Open **Save** **▼**

Save
Save as
Save and open

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.



Save As

← → ↑ ↓ This PC > Documents Search Documents

Organize New folder

File name: **DownloadFormDataAC_20231108**

Save as type: Compressed (zipped) Folder

Save **Cancel**

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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

[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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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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Record submitted successfully. 資料已遞交

x

[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

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~ END ~