

Guidelines on Using eForm B to Report Admission of Students with Student Reference Number

(Ver.: 202409)

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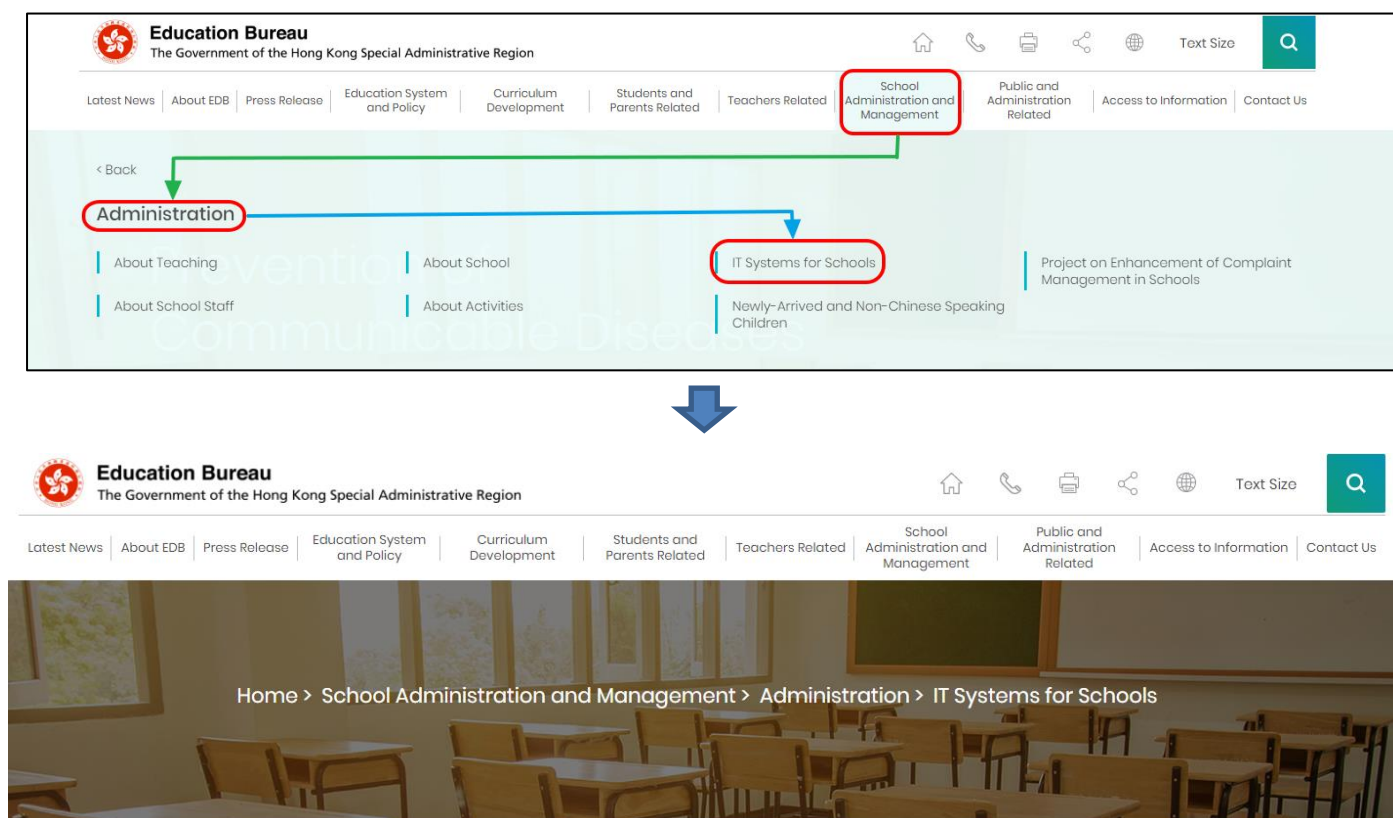
A. General Guidelines on Using eForm for Student Information Management System (STIMS)

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 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:

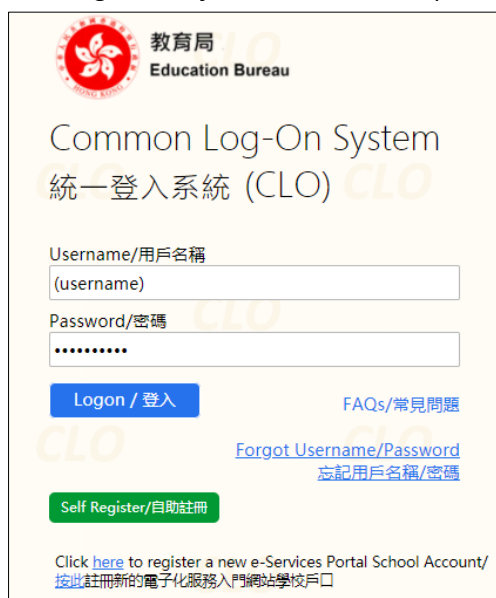


IT Systems for Schools

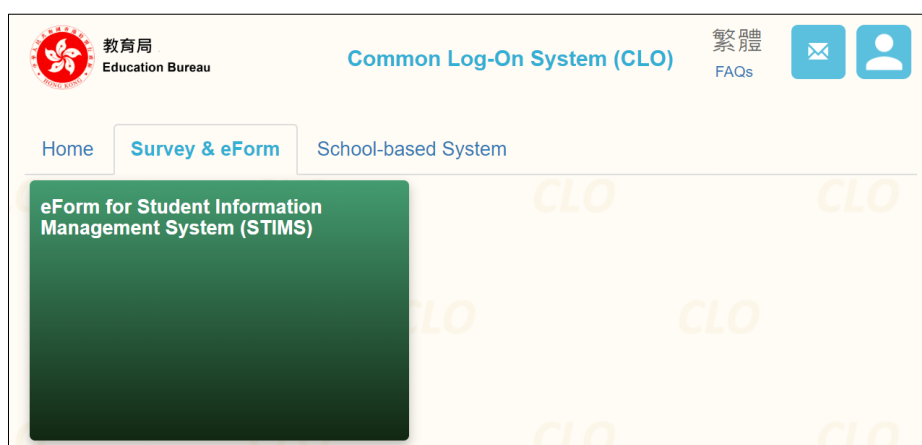
- [Common Log-On System \(CLO\)](#)
- [WebSAMS](#)

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 "*****". There are three buttons: a blue "Logon / 登入" button, a green "Self Register/自助註冊" button, and a blue "Forgot Username/Password" button with the Chinese text "忘記用戶名稱/密碼" below it. To the right of the "Logon / 登入" button is a link for "FAQs/常見問題". At the bottom, there is a link that says "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. Below the title are three tabs: "Home", "Survey & eForm" (which is selected and highlighted in blue), and "School-based System". To the right of the tabs are two icons: a blue envelope icon labeled "FAQs" and a blue person icon. 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.

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School Name

School Number

Exit 離開

AIDED 資助 - WHOLE DAY 全日 -

COLLEGE 中學 (-0001-3-3)

Category of school

District of school

eForm for Student Information Mangement 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	

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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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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

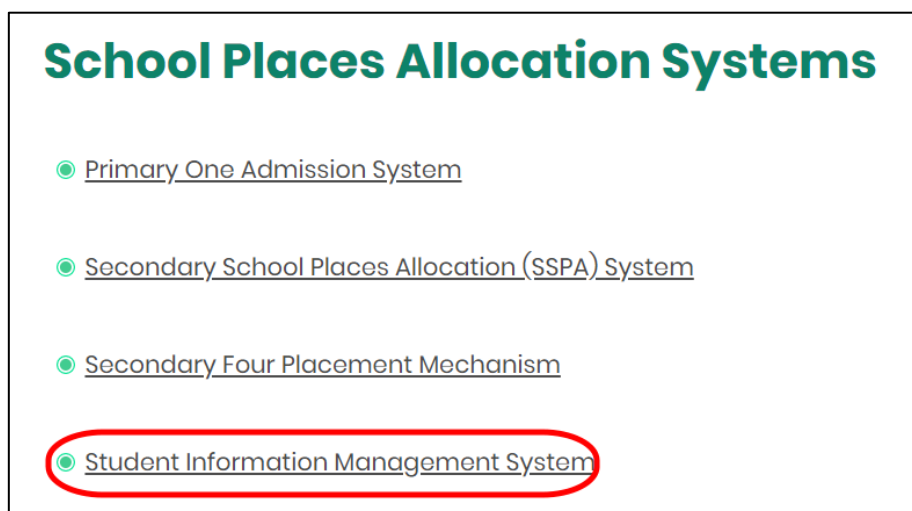
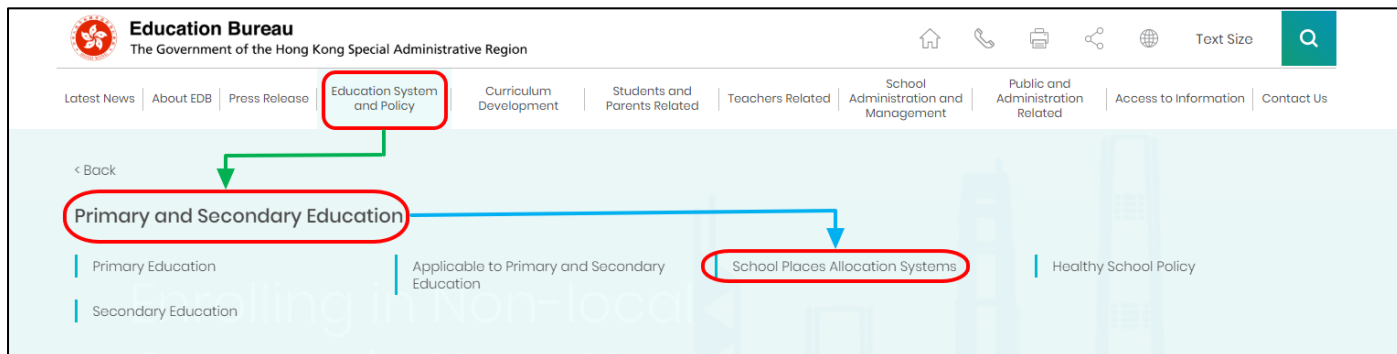
Form A	Report of Student Leaving / Absence from School	Enter 進入
表格 A	學生離校 / 缺課報告表格	
Form B	Form for Reporting Admission of Students with Student Reference Number	Enter 進入
表格 B	填報已有學生編號的人學學生表格	
Form C	Form for Reporting Admission of Students without Student Reference Number	Enter 進入
表格 C	填報未有學生編號的人學學生表格	
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.

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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)**, (Location: 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.



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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 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.

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B. Guidelines on Using eForm B

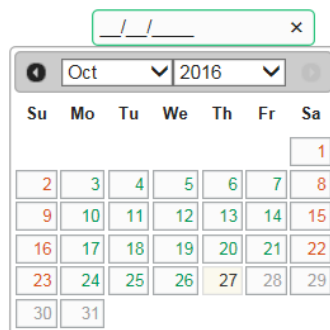
eForm B is for reporting data on:

- A newly admitted student after the Enrolment Survey Day who has previously studied in other STIMS schools in Hong Kong, or has participated in school places allocation before.
- A student that has been re-admitted to or resumed schooling in your school, while at an earlier time, your school has submitted an eForm A to this section to report of student's leaving school/long absence from class.

[Schools should submit eForm B for the above students **within 10 days** after the first day of their attendance.]

I. Tips for filling in the eForm B

- The Class Name to be entered should be one of the Class Names reported in the "Class and Subject Details (C&SD) Survey" eForm. Please liaise with the colleagues of your school who are responsible for the C&SD Survey for using the same set of class names in both the C&SD Survey and Enrolment Survey.
- 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 B 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 B.

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II. Add a student record

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

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教育局

[Guideline 指引](#) [Exit 離開](#)

B-Form B - Form for Reporting Admission of Students with Student Reference Number 表格 B - 填報已有學生編號的入學學生表格

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 Time 表格遞交時間:

* = Mandatory fields 必須填寫

*STRN 學生編號	*Chinese / English Student Name 學生中或英文姓名	*Class Level 班級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 (dd/mm/yyyy)	*Home DC 家居區議會分區
---------------	---------------------------------------------	--------------------	---------------------	------------------------------------------------------	---------------------

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 for admission of a student with STRN, click **<Add Record>**.

* = Mandatory fields 必須填寫

*STRN 學生編號	*Chinese / English Student Name 學生中或英文姓名	*Class Level 班級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 (dd/mm/yyyy)	*Home DC 家居區議會分區
---------------	---------------------------------------------	--------------------	---------------------	------------------------------------------------------	---------------------

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 record will be displayed. All fields marked with an asterisk “*” are mandatory. You must fill in all mandatory fields for each student.

* = Mandatory fields 必須填寫

*STRN 學生編號	*Chinese / English Student Name 學生中或英文姓名	*Class Level 班級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 (dd/mm/yyyy)	*Home DC 家居區議會分區	
		Please Select	Please Select		Please select	Delete 刪除
1.	*Ethnicity 種族	Please Select		School Group 學校組別	Please Select	
	*Spoken Language at home 家庭常用語言	Please Select				

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

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III. Completing the new record in eForm B

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

a. STRN

- When admitting students, schools should check their Student Reference Numbers (STRN) from the students' Primary One/Secondary One Admission Slips, handbooks or academic reports of the schools they last attended.
- For transferred students who claim to have forgotten their STRN but fail to produce the said documents, the new schools should advise the students to obtain STRN from their last school. In case you cannot obtain the STRN, please contact your Liaison Officer of School Places Allocation Section for clarification. **Please report via eForm B or eForm E (during Enrolment Survey), but not eForm C.**
- In case a school has doubt on whether a student has ever been assigned an STRN by the EDB system, please contact Liaison Officer of School Places Allocation Section for clarification. **DO NOT** simply report an eForm C instead for any students who have previously studied in STIMS schools.

b. First Day of Attendance

It is the first day when the student **attends** the school or the non-attendance student **returns the school**, but not the day when the school registered student admission. The school should not submit eForm B before the day that the student actually attends/returns the school. The class start date is usually by default 1 September each year. Therefore, the first day of attendance cannot be marked earlier than that date. The year-end date is usually by default 15 July each year. Therefore, the first day of attendance cannot be marked beyond that date.

c. Student Name

The data input must tally with the original copy of the student's identity document. [Note: School needs to check against the student's HK Identity Card (or HK Birth Certificate if the student has not yet had the HK Identity Card). Only when the student does not possess these two documents, school may refer to other identity documents.]

d. School Group

For the item "School Group", schools may leave it blank for reporting the student admission except for the following group of schools:

- Schools need to input relevant data when reporting new admission of P5 and P6 students participating in Secondary School Places Allocation (SSPA) system.


e. Home District Council (DC)

It is the district in which the student usually resides during the school days. For students who live in the Mainland and travel daily to schools in Hong Kong, their Home DC should be reported as "Mainland China" (or Home DC code reported as "X").

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IV. Delete a record of admission of student with STRN

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

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B-Form B - Form for Reporting Admission of Students with Student Reference Number 表格 B - 填報已有學生編號的入學學生表格

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 Time 表格遞交時間:


* = Mandatory fields 必須填寫

*STRN 學生編號	*Chinese / English Student Name 學生中或英文姓名	*Class Level 班級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 (dd/mm/yyyy)	*Home DC 家居區議會分區	
A0000003	CHAN TAI MAN	S2	S2A	01/12/2016	B-WAN CHAI 灣仔區	Delete 刪除
1.	*Ethnicity 種族	CHI-CHINESE 華人		School Group 學校組別		
	*Spoken Language at Home 家庭常用語言	CHI-CHINESE 華語		Please Select		

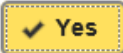

Add Record 新增資料

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?

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V. Save the eForm B

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

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?

Yes

No

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

Mandatory Input: Chinese/English Student Name 必須填寫: 學生中或英文姓名
Mandatory Input: First Day of Attendance 必須填寫: 首次上課日期
Invalid STRN 學生編號不正確
Invalid input data. Record update failed. 填報資料不正確, 資料儲存失敗

Notify unsuccessful saving and reason(s)

[Guideline 指引](#) [Exit 離開](#)

B-Form B - Form for Reporting Admission of Students with Student Reference Number 表格 B - 填報已有學生編號的入學學生表格

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 Time 表格遞交時間:

* = Mandatory fields 必須填寫

*STRN 學生編號	*Chinese / English Student Name 學生中或英文姓名	*Class Level 班級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 (dd/mm/yyyy)	*Home DC 家居區議會分區	
A0000		S1	1A		B-WAN CHAI 灣仔區	Delete 刪除
1.	*Ethnicity 種族	CHI-CHINESE 華人		School Group 學校組別		Please Select
	*Spoken Language at Home 家庭常用語言	CHI-CHINESE 華語				

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.

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

[Guideline 指引](#) [Exit 離開](#)

B-Form B - Form for Reporting Admission of Students with Student Reference Number 表格 B - 填報已有學生編號的入學學生表格

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: 2016-10-26 09:04:24
Submit Time 表格遞交時間: 2016-10-26 09:04:24

* = Mandatory fields 必須填寫

*STRN 學生編號	*Chinese / English Student Name 學生中或英文姓名	*Class Level 班級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 (dd/mm/yyyy)	*Home DC 家居區議會分區	
A0000003	CHAN TAI MAN	S2	S2A	01/10/2016	B-WAN CHAI 灣仔區	Delete 刪除
1.	*Ethnicity 種族 CHI-CHINESE 華人		School Group 學校組別 Please Select			
	*Spoken Language at Home 家庭常用語言 CHI-CHINESE 華語					

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VI. Reset the eForm B

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 B when you press <Yes>.

Confirmation

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

Yes No

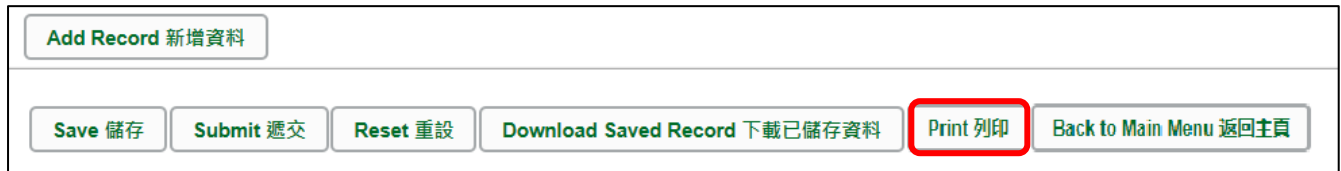
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VII. Print and download the eForm B

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

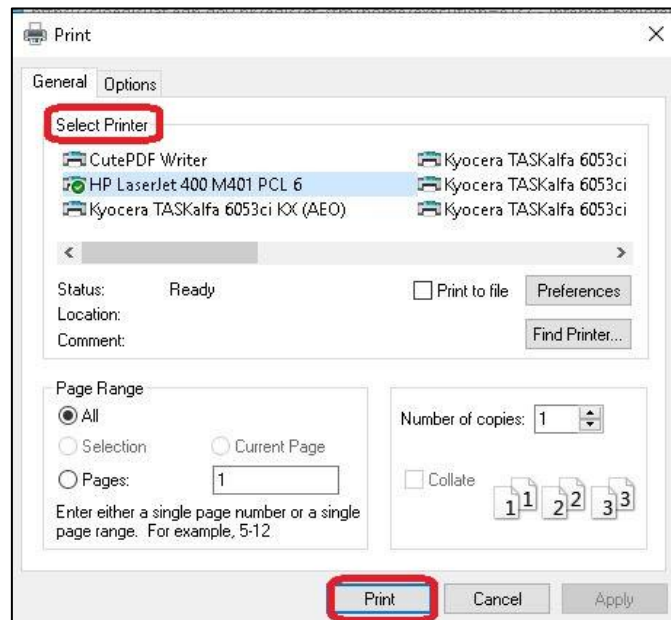
a. Print hardcopy of eForm B

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



The screenshot shows a horizontal bar with several buttons. From left to right, the buttons are: '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' (highlighted with a red box), and 'Back to Main Menu 返回主頁'.

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.



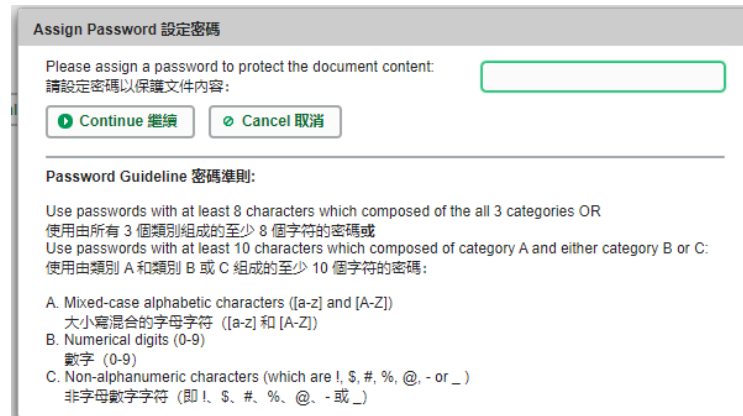
b. Download softcopy of eForm B

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



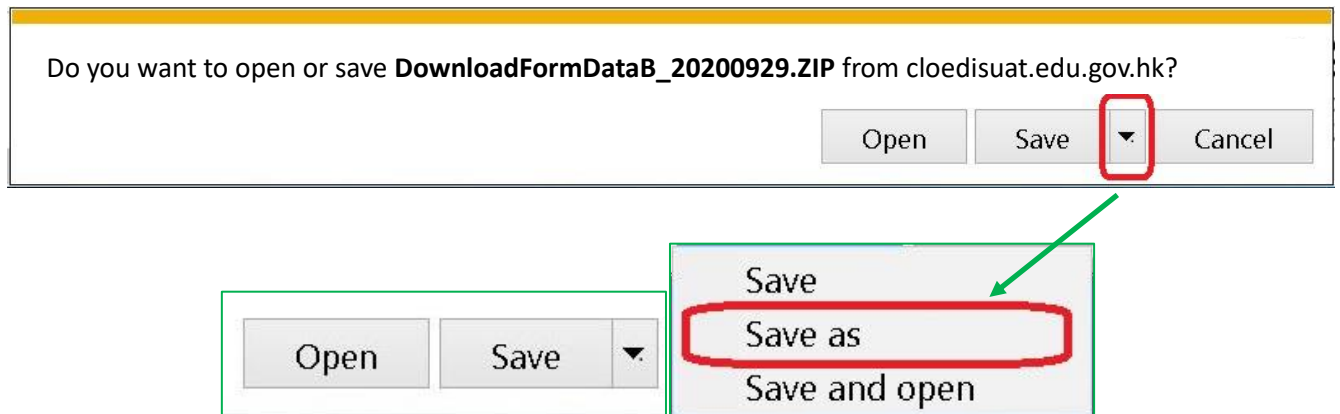
The screenshot shows the same horizontal bar as in the previous image. The 'Download Saved Record 下載已儲存資料' button is highlighted with a red box.

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.



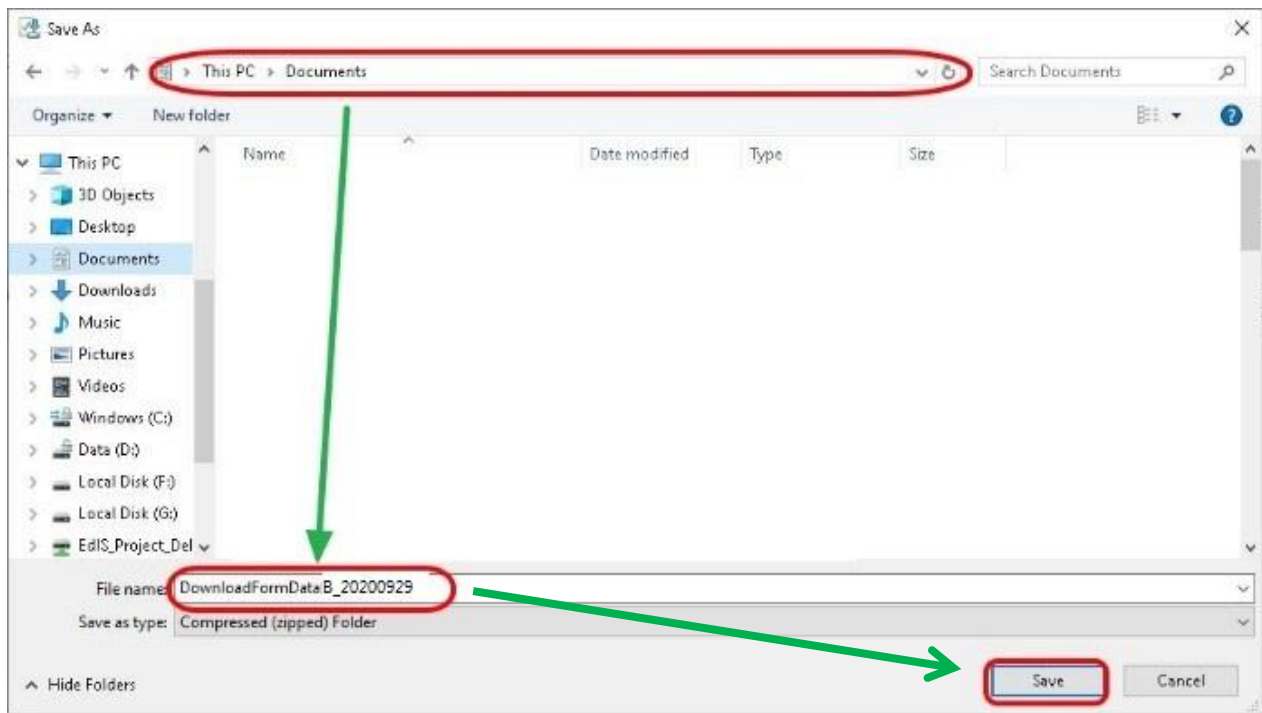
The dialog box is titled "Assign Password 設定密碼". It contains a text input field for a password, with "Continue 繼續" and "Cancel 取消" buttons below it. A section titled "Password Guideline 密碼準則:" lists two options: "Use passwords with at least 8 characters which composed of the all 3 categories OR" (使用由所有 3 個類別組成的至少 8 個字符的密碼或) and "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:). Below these are three categories: 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)), and 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.



The dialog box asks "Do you want to open or save DownloadFormDataB_20200929.ZIP from cloedisuat.edu.gov.hk?". It has "Open", "Save", a pull-down menu, and "Cancel" buttons. A red box highlights the pull-down menu, and a green arrow points to it. Below, a larger view of the pull-down menu shows "Save", "Save as" (highlighted with a red box), and "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.

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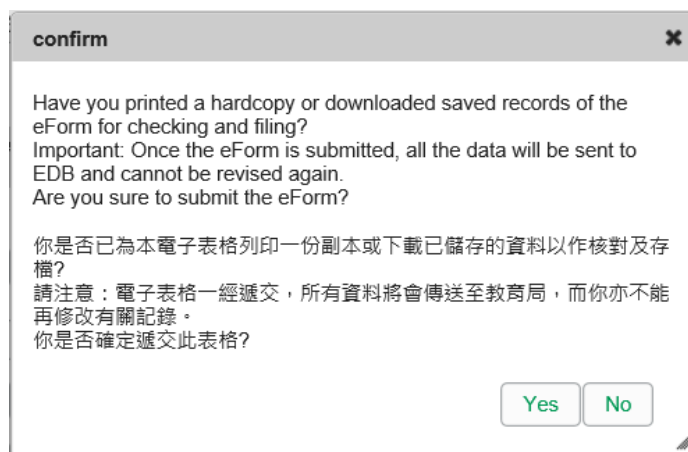
VIII. Submit the eForm B

After updating the eForm B, 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.



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, 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 B will be submitted.



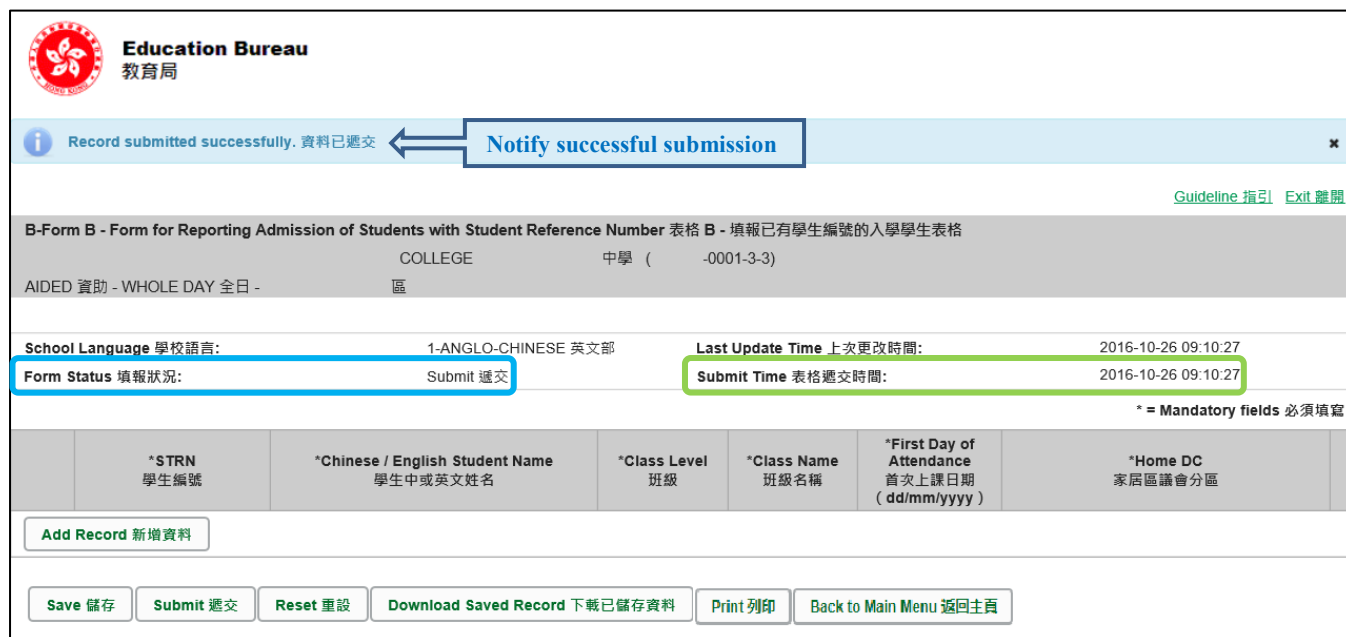
confirm

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 "Submit Time" will display the time you submit the eForm.



Education Bureau
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Record submitted successfully. 資料已遞交 ← **Notify successful submission**

[Guideline 指引](#) [Exit 離開](#)

B-Form B - Form for Reporting Admission of Students with Student Reference Number 表格 B - 填報已有學生編號的入學學生表格

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: Submit 遞交
Last Update Time 上次更改時間: 2016-10-26 09:10:27
Submit Time 表格遞交時間: 2016-10-26 09:10:27

* = Mandatory fields 必須填寫

*STRN 學生編號	*Chinese / English Student Name 學生中或英文姓名	*Class Level 班級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 (dd/mm/yyyy)	*Home DC 家居區議會分區
<p>Add Record 新增資料</p> <p>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</p>					

Once the eForm is submitted, you cannot print and download it following the procedures in Part VII again. Therefore, you should save or print the eForm B before submitting it for filing purpose.

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IX. Exit the eForm B

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



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[Guideline 指引](#) [Exit 離開](#)

B-Form B - Form for Reporting Admission of Students with Student Reference Number 表格 B - 填報已有學生編號的入學學生表格						
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:		2016-10-26 09:10:27
Form Status 填報狀況:		Submit 遞交		Submit Time 表格遞交時間:		2016-10-26 09:10:27
* = Mandatory fields 必須填寫						
*STRN 學生編號	*Chinese / English Student Name 學生中或英文姓名	*Class Level 班級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 (dd/mm/yyyy)	*Home DC 家居區議會分區	
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 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.

Confirm ✕

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?

[Yes](#) [No](#)

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						
B-Form B - Form for Reporting Admission of Students with Student Reference Number 表格 B - 填報已有學生編號的入學學生表格						
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:		2016-10-26 09:10:27
Form Status 填報狀況:		Submit 遞交		Submit Time 表格遞交時間:		2016-10-26 09:10:27
* = Mandatory fields 必須填寫						
*STRN 學生編號	*Chinese / English Student Name 學生中或英文姓名	*Class Level 班級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 (dd/mm/yyyy)	*Home DC 家居區議會分區	
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 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.

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~ END ~