

# Guidelines on Using eForm C to Report Admission of Students without Student Reference Number

(Ver.: 202509)

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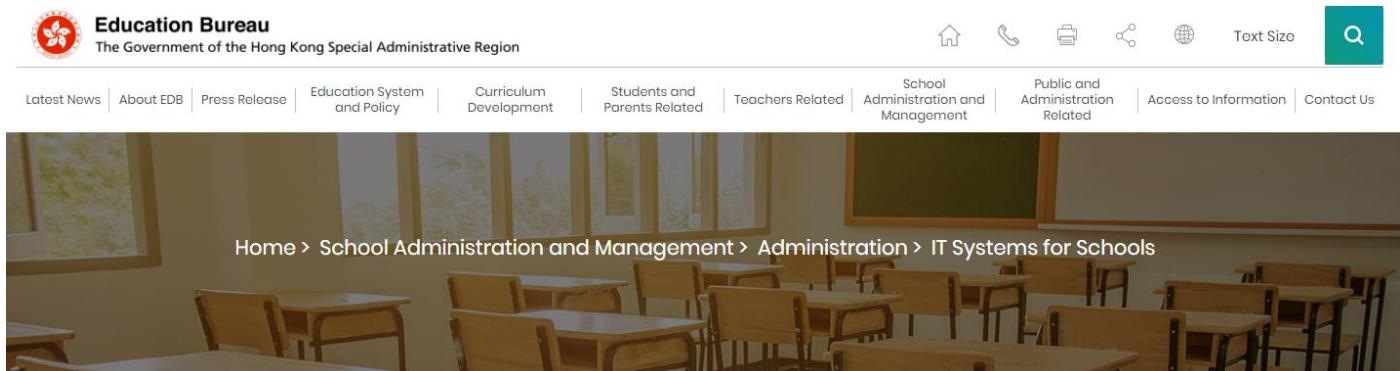
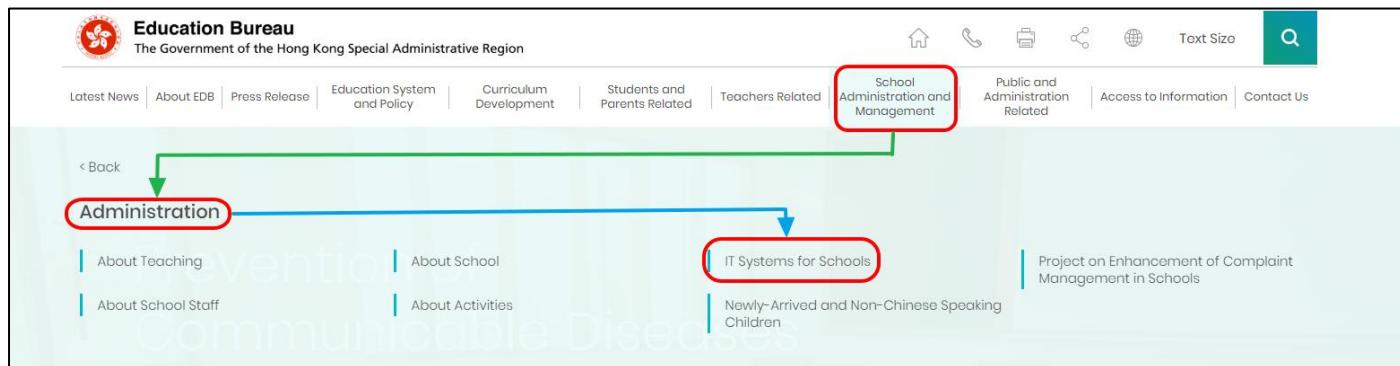
## **A. General Guidelines on Using eForm for Student Information Management System (STIMS)**

### **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](http://www.edb.gov.hk) > **School Administration and Management > Administration > IT Systems for Schools > Common Log-On System**) as shown in the following screens:



### **IT Systems for Schools**

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

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

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

Common Log-On System  
統一登入系統 (CLO)

Username/用戶名稱  
(username)

Password/密碼  
.....

Logon / 登入

FAQs/常見問題

[Forgot Username/Password](#)  
忘記用戶名稱/密碼

Self Register/自助註冊

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.

Common Log-On System (CLO)

Home Survey & eForm School-based System

eForm for Student Information Management System (STIMS)

每多問題  
FAQs

每多問題  
FAQs

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.

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- 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.



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 檢認選擇所代表學校

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

(PENDING) A PROPOSED PRI CUM SEC SECONDARY SCHOOL IN SHATIN (560561000133) WHOLE DAY 全日 SHATIN 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 學校名稱:  School Name

SCHOOL NUMBER 學校編號:  School Number

COLLEGE 區:  COLLEGE

MIDDLE SCHOOL ( 中學 )  -0001-3-3

Exit 離開

AIDED 資助 - WHOLE DAY 全日 -

Category of school  Category 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 A Report of Student Leaving / Absence from School

Form B Form for Reporting Admission of Students with Student Reference Number

Form C Form for Reporting Admission of Students without Student Reference Number

Form D Student Particulars Amendment Form

Form E Enrolment Survey

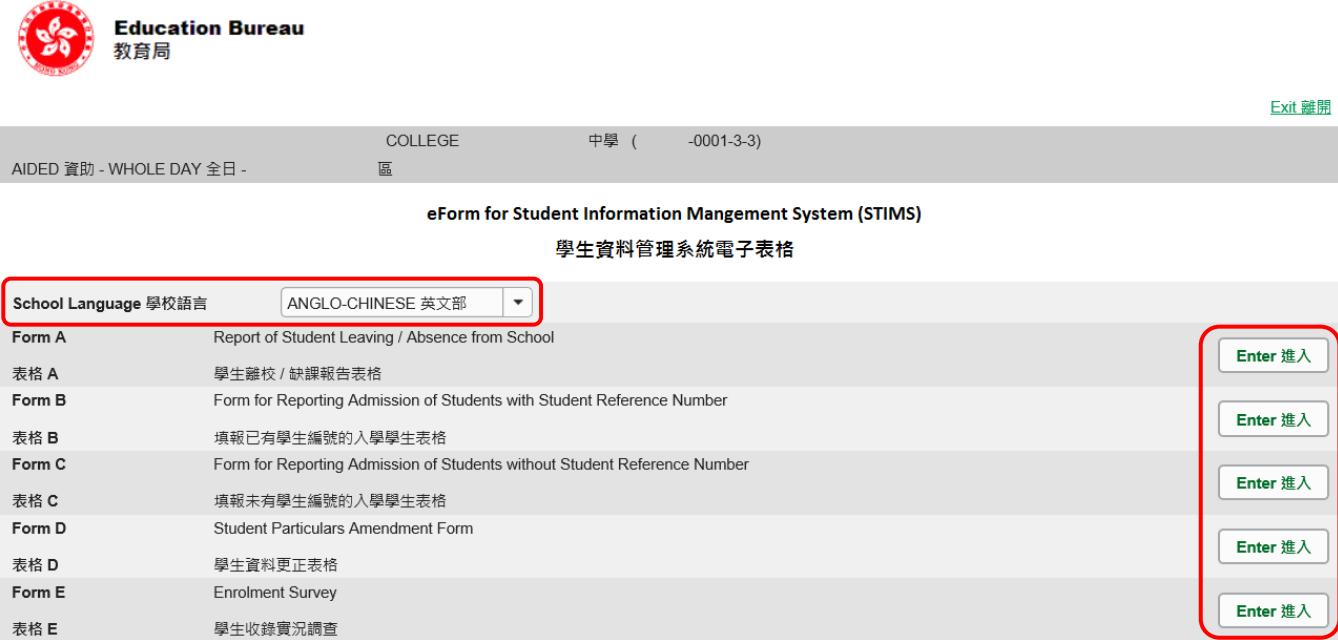
Form F Student Record Status Survey

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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.



The screenshot shows the 'eForm for Student Information Management System (STIMS)' interface. At the top, the 'Education Bureau' logo and the text 'COLLEGE' and '中學 ( -0001-3-3)' are visible. A red box highlights the 'School Language' dropdown menu, which is set to 'ANGLO-CHINESE 英文部'. To the right of the dropdown, a red box encloses five 'Enter 進入' buttons, each corresponding to a different eForm: Form A (Report of Student Leaving / Absence from School), Form B (Form for Reporting Admission of Students with Student Reference Number), Form C (Form for Reporting Admission of Students without Student Reference Number), Form D (Student Particulars Amendment Form), and Form E (Enrolment Survey). The 'Exit 離開' button is located in the top right corner of the interface.

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

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### III. Points-to-note/tips before you start

Download a copy of the latest edition of the **Guidelines for the Student Information Management System (STIMS)**, (Path: [www.edb.gov.hk](http://www.edb.gov.hk) > Education System and Policy > Primary and Secondary 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.

The screenshot shows the official website of the Education Bureau of the Hong Kong Special Administrative Region. The top navigation bar includes links for Latest News, About EDB, Press Release, Education System and Policy (which is highlighted with a red box), Curriculum Development, Students and Parents Related, Teachers Related, School Administration and Management, Public and Administration Related, Access to Information, and Contact Us. Below the navigation bar, a green banner links to Primary and Secondary Education, Primary Education, Secondary Education, Applicable to Primary and Secondary Education, School Places Allocation Systems (which is highlighted with a red box), and Healthy School Policy. A red arrow points from the 'Education System and Policy' link to the 'Primary and Secondary Education' link. Another red arrow points from the 'Primary and Secondary Education' link to the 'School Places Allocation Systems' link. A green arrow points from the 'School Places Allocation Systems' link to the 'School Places Allocation Systems' page below.



## School Places Allocation Systems

- [Primary One Admission System](#)
- [Secondary School Places Allocation \(SSPA\) System](#)
- [Secondary Four Placement Mechanism](#)
- [Student Information Management System](#)

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### IV. Save the eForm regularly and frequently

- **Please save the eForm REGULARLY and FREQUENTLY.**
  - This helps to prevent data loss due to system problems.
  - The eForm will conduct a checking on the data when it is saved. If the eForm contains errors, it will display error messages. Please read the error messages carefully, 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 C**

eForm C is for reporting the intake of **new students who have never studied in any STIMS primary/secondary school in Hong Kong**. These students usually have no Student Reference Number (STRN). Schools should submit eForm C **within 10 days** after the student's first day of attendance.

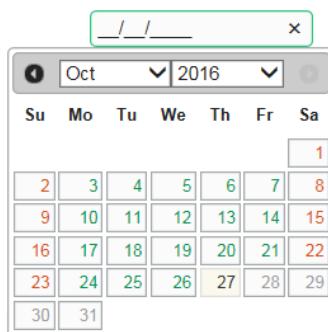
**Never use eForm C to report new admission of a student with an STRN.** Otherwise, it will create multiple records and STRNs for the same student, schools need to submit a eForm B instead to report new admission of a student previously studied in a STIMS school.

For newly admitted students (with STRN who) start schooling on or before "Enrolment Survey Day", schools need to include his enrolment information on eForm E.

Never use eForm C to amend the student particulars you have recently reported his/her admission. Schools need to report via eForm D.

### **I. Tips for filling in the eForm C**

- 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 in your school who are responsible for 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. This means that you must fill in all these mandatory fields. If there are any unfilled mandatory fields, 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 21<sup>st</sup> September, 2016, enter "21092016". On the other hand, you may use the calendar tool to select the exact date.



- Once the eForm C is submitted, all the data will be submitted and cannot be retrieved and re-submitted again. 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 C.

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## II. Add a new record of Admission of Student without Student Reference Number (STRN)

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

**C-Form C - Form for Reporting Admission of Students without Student Reference Number** 表格 C - 填報未有學生編號的入學學生表格

PRIMARY SCHOOL 小學 ( -0001-2-3 )

AIDED 資助 - WHOLE DAY 全日 - 區

School Language 學校語言: 2-CHINESE 中文部 Last Update Time 上次更改時間: 2016-11-07 15:01:22

Form Status 填報狀況: Submit 遞交 Submit Time 表格遞交時間: 2016-11-07 15:01:22

\* = Mandatory fields 必須填寫

*Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	*Class Level 級級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 ( dd/mm/yyyy )	*Sex 性別	*Date of Birth 出生日期 ( dd/mm/yyyy )	*Home DC 家居區議會分區
<input type="button" value="Add Record 新增資料"/> <input type="button" value="Save 儲存"/> <input type="button" value="Submit 遞交"/> <input type="button" value="Reset 重設"/> <input type="button" value="Download Saved Record 下載已儲存資料"/> <input type="button" value="Print 列印"/> <input type="button" value="Back to Main Menu 返回主頁"/>							

To add a new record for admission of a student without STRN, click <Add Record>.

\* = Mandatory fields 必須填寫

*Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	*Class Level 級級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 ( dd/mm/yyyy )	*Sex 性別	*Date of Birth 出生日期 ( dd/mm/yyyy )	*Home DC 家居區議會分區
<input type="button" value="Add Record 新增資料"/> <input type="button" value="Save 儲存"/> <input type="button" value="Submit 遞交"/> <input type="button" value="Reset 重設"/> <input type="button" value="Download Saved Record 下載已儲存資料"/> <input type="button" value="Print 列印"/> <input type="button" value="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

*Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	*Class Level 級級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 ( dd/mm/yyyy )	*Sex 性別	*Date of Birth 出生日期 ( dd/mm/yyyy )	*Home DC 家居區議會分區
<input type="text"/>	<input type="text"/>	<input type="text"/> Please Select	<input type="text"/> Please Select	<input type="text"/> Please Select	<input type="text"/> Please Select	<input type="text"/> Please select	<input type="button" value="Delete 刪除"/>
*Document Type 身份證明種類				*Document No. 身分號碼			
*Spoken Language at Home 家庭通用語言				Date of Entry from Mainland 內地來港日期 ( dd/mm/yyyy )			
*Ethnicity 族裔							
School Group 學校組別							
<input type="button" value="Add Record 新增資料"/> <input type="button" value="Save 儲存"/> <input type="button" value="Submit 遞交"/> <input type="button" value="Reset 重設"/> <input type="button" value="Download Saved Record 下載已儲存資料"/> <input type="button" value="Print 列印"/> <input type="button" value="Back to Main Menu 返回主頁"/>							

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### III. Completing the new record in eForm C

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

a. "Document Type" and "Document No."

When the student has more than one kind of identity documents, the school need to fill in only the number of one identity document in the following priority order:

- i. HKID Card;
- ii. HK Birth Certificate;
- iii. Other Identity Document (Note: HKID Card / HK Birth Cert. No. not included in this type)

The school should report the HK Birth Certificate No. or Hong Kong Identity Card No. of the student concerned if he/she was born in Hong Kong.

b. "School Group"

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

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

c. "Date of Entry from Mainland"

i. The data field Date of Entry from Mainland is required for and only for students who do not possess a Hong Kong Birth Certificate, newly arrive from the Mainland and are admitted to the STIMS schools (e.g. public sector schools) for the first time.

ii. For all students who arrive from the Mainland and hold the **One-way Permit**, the school should report their Date of Entry from Mainland, otherwise, you will receive warning message when you save/submit the eForm.

iii. In order to extract correct and complete students' records for use in the Survey on Children from the Mainland Newly Admitted to Schools, you are advised to report the Date of Entry from Mainland for all students who arrive from the Mainland and hold the One-way Permit accurately.

d. "First Day of Attendance"

It is the first day when the student **attends** the school, but not the day when the school registered student admission. The school should not submit eForm C before the day that the student actually attends 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.

e. "Student Name" and "Date of Birth"

The data input must tally with those listed on the original copy of the student's identity document. [Note: Schools need 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 his /her other identity documents.]

f. "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 inserted a new record that is not required, click <Delete> on the right hand side of the record to delete it.

 **Education Bureau**  
教育局

[Guideline 指引](#) [Exit 離開](#)

C-Form C - Form for Reporting Admission of Students without Student Reference Number 表格 C - 填報未有學生指號的入學學生表格

PRIMARY SCHOOL 小學 ( -0001-2-3 )

AIDED 資助 - WHOLE DAY 全日 - 區

School Language 學校語言: 2-CHINESE 中文部 Last Update Time 上次更改時間: 2016-09-23 11:03:04

Form Status 填報狀況: Save 儲存 Submit Time 資格遞交時間: 2016-08-04 11:35:26

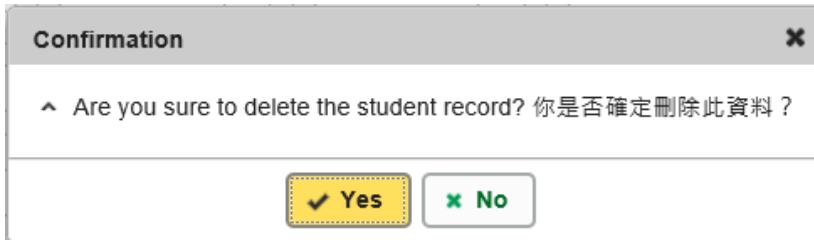
\* = Mandatory fields 必須填寫

*Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	*Class Level 級別	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 ( dd/mm/yyyy )	*Sex 性別	*Date of Birth 出生日期 ( dd/mm/yyyy )	*Home DC 家居區議會分區	
CHAN SIU MING	陳少明	P1	1C	01/09/2016	M-MALE 男	15/08/2010	A-CENTRAL AND WESTERN 中西區	<b>Delete 刪除</b>
*Document Type 身份證明種類	00-HK BIRTH CERTIFICATE 香港出生證明書					*Document No. 證件號碼	S1234562	
1. *Spoken Language at Home 家庭常用語言	CHI-CHINESE 粵語					Date of Entry from Mainland 內地來港日期 ( dd/mm/yyyy )		
*Ethnicity 種族	CHI-CHINESE 華人							
School Group 學校組別	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 confirm the message by clicking <Yes>, the record will be deleted.



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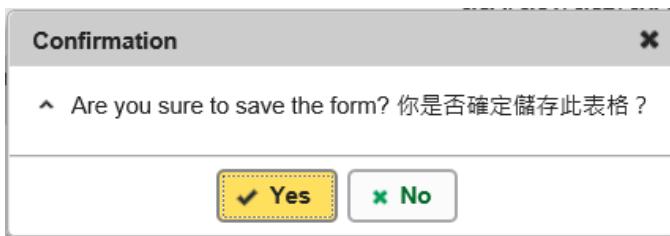
## V. Save the eForm C

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

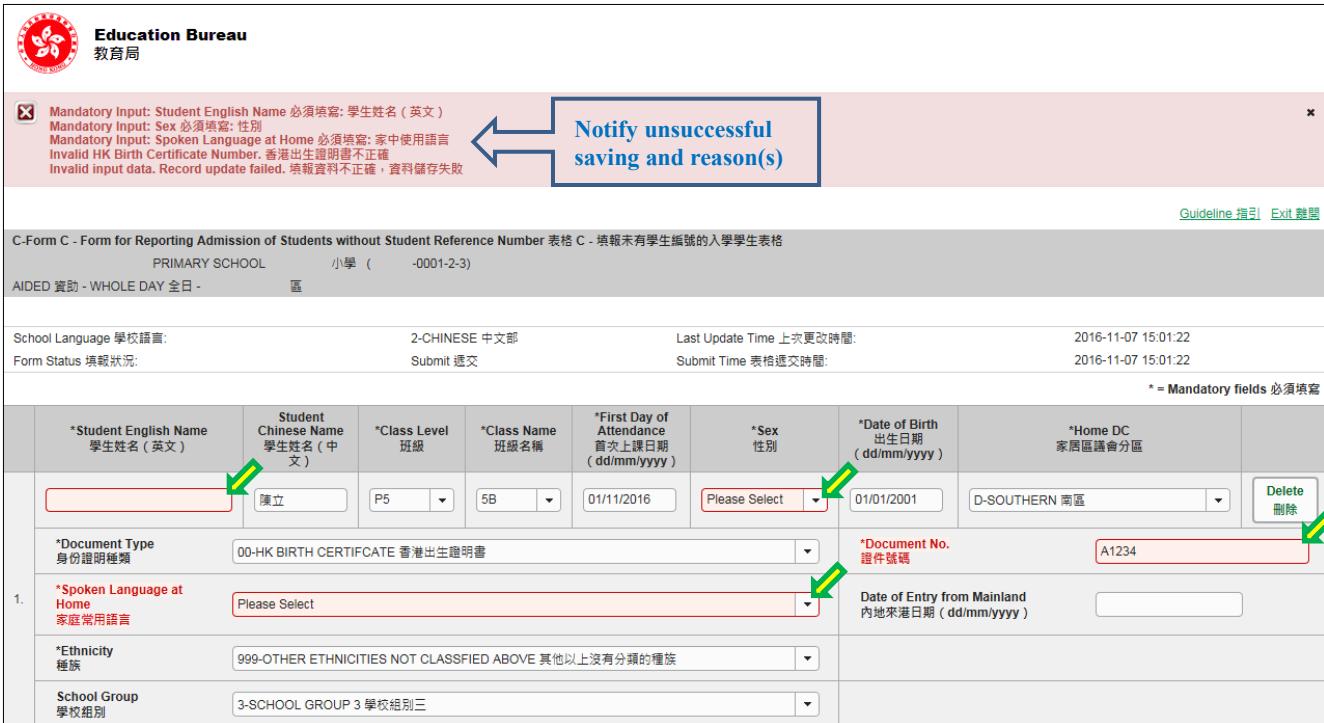


The screenshot shows the 'Add Record 新增資料' section of the eForm C. At the bottom, there are several buttons: 'Save 儲存' (highlighted with a red box), 'Submit 遣交', 'Reset 重設', 'Download Saved Record 下載已儲存資料', 'Print 列印', and 'Back to Main Menu 返回主頁'.

The system will pop up a message to seek user's confirmation. Press <Yes> to confirm. While the amended data was saved successfully, it can't be reverted back.

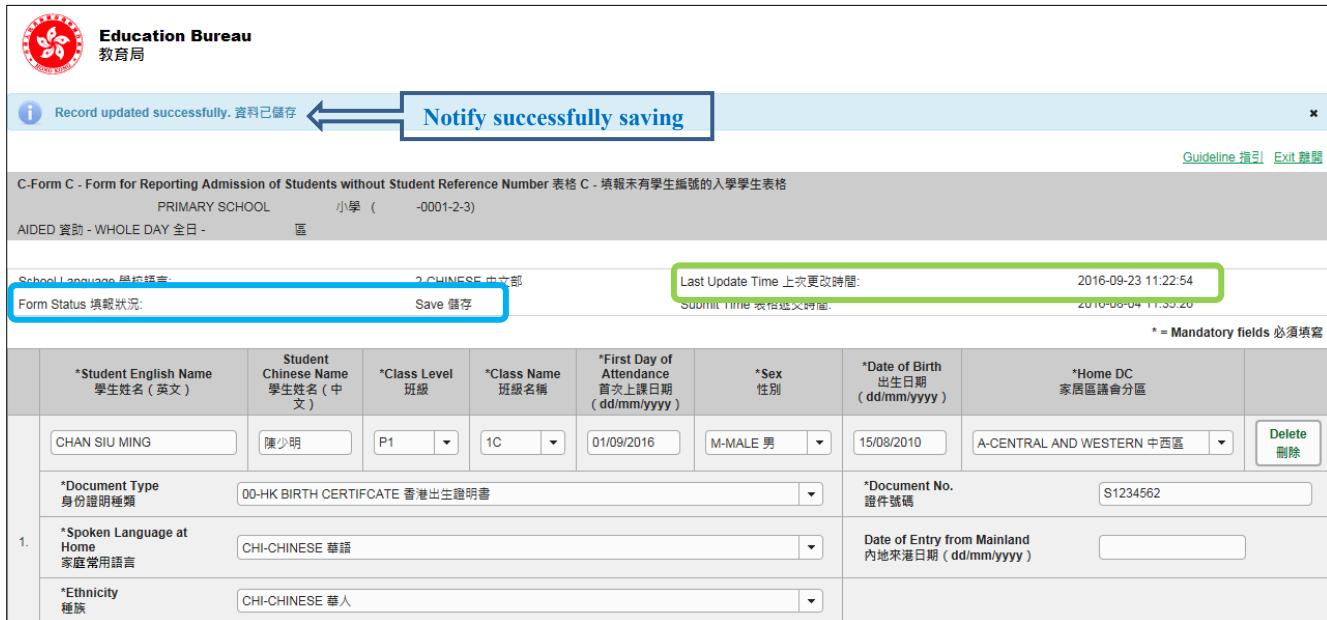


If there is/are any student record(s) not yet updated or confirmed, you will NOT be allowed to submit eForm C. An error notification will be shown on the top of the screen, with reason for the failure shown below the student records concerned with invalid data in red. Please read the reasons carefully, correct the errors and submit the eForm C again.



The screenshot shows the 'C-Form C - Form for Reporting Admission of Students without Student Reference Number 表格 C - 填報未有學生編號的入學學生表格' page. At the top, there is an error message: 'Notify unsuccessful saving and reason(s)' with a list of validation errors. The errors include: 'Mandatory Input: Student English Name 必須填寫: 學生姓名 (英文)' (highlighted with a red box), 'Mandatory Input: Sex 必須填寫: 性別', 'Mandatory Input: Spoken Language at Home 必須填寫: 家中使用語言', 'Invalid HK Birth Certificate Number. 香港出生證明書不正確', 'Invalid input data. Record update failed. 填報資料不正確, 資料儲存失敗'. The form includes fields for Student English Name, Student Chinese Name, Class Level, Class Name, First Day of Attendance, Sex, Date of Birth, Home DC, Document Type, Document No., Spoken Language at Home, Ethnicity, and School Group. Many of these fields have red boxes around them, indicating they are mandatory and have failed validation. A green arrow points from the error message to the 'Notify unsuccessful saving and reason(s)' box.

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.

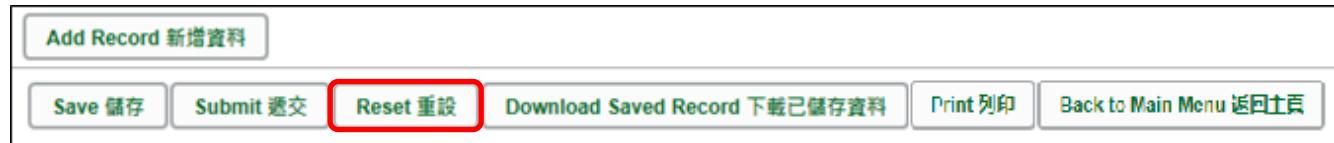


The screenshot shows the eForm C interface. At the top, there is a message box with a blue arrow pointing right containing the text "Notify successfully saving". Below this, the form title is "C-Form C - Form for Reporting Admission of Students without Student Reference Number 表格 C - 填報未有學生編號的入學學生表格". The form includes fields for "School Language" (中文), "Form Status" (Save 儲存), "Last Update Time" (2016-09-23 11:22:54), and "Submit Time" (2016-08-04 11:35:20). A note at the bottom right indicates that fields marked with an asterisk (\*) are mandatory. The form is divided into sections for student details, document type, and entry information.

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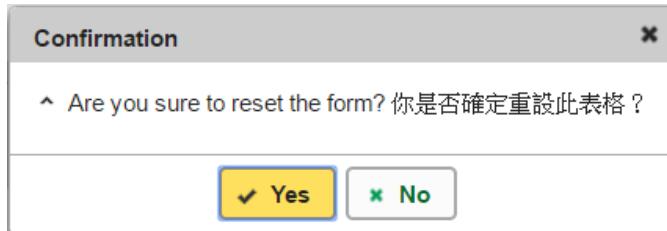
## VI. Reset the eForm C

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



The screenshot shows the footer of the eForm C page. It includes buttons for "Add Record" (新增資料), "Save" (儲存), "Submit" (提交), "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 "Reset" button is highlighted with a red box.

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 C when you press <Yes>.



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## VII. Print and Download the eForm C

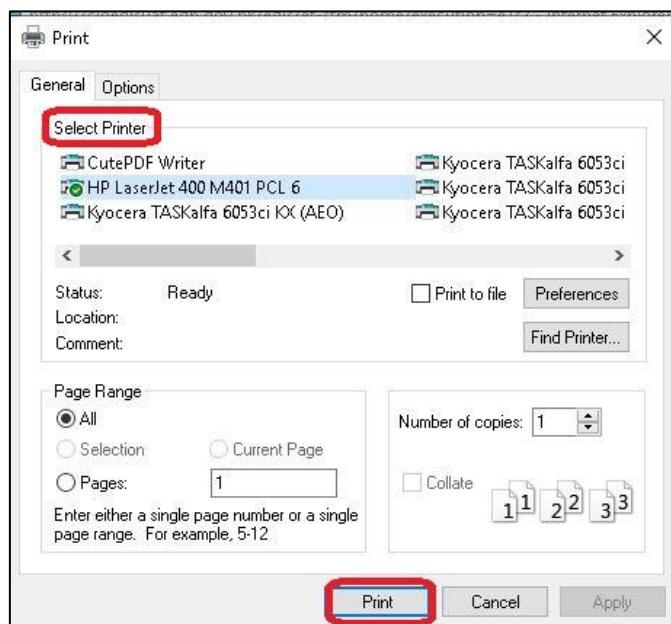
**Before submitting eForm C, you can print hardcopy or download softcopy of the eForm C for checking and filing purpose. Once the eForm is submitted, you cannot retrieve it again.**

### a. Print hardcopy of eForm C

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



The “printing” dialog box will pop up. The content of the dialog box will depend on individual PC’s configuration. Please select an appropriate printer from the printer list and confirm printing.

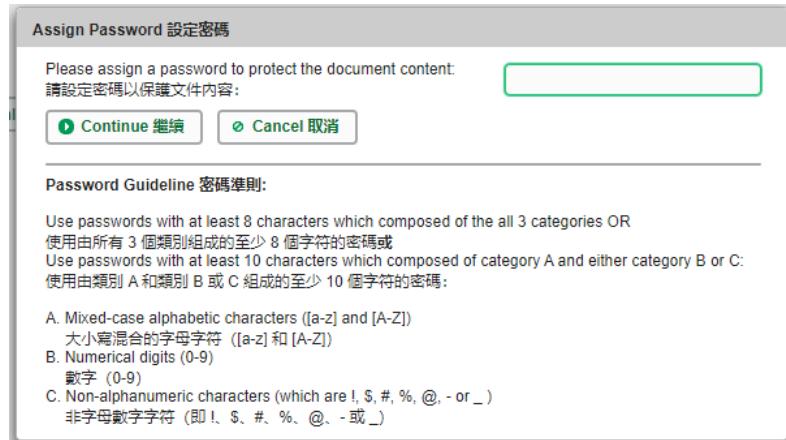


### b. Download softcopy of eForm C

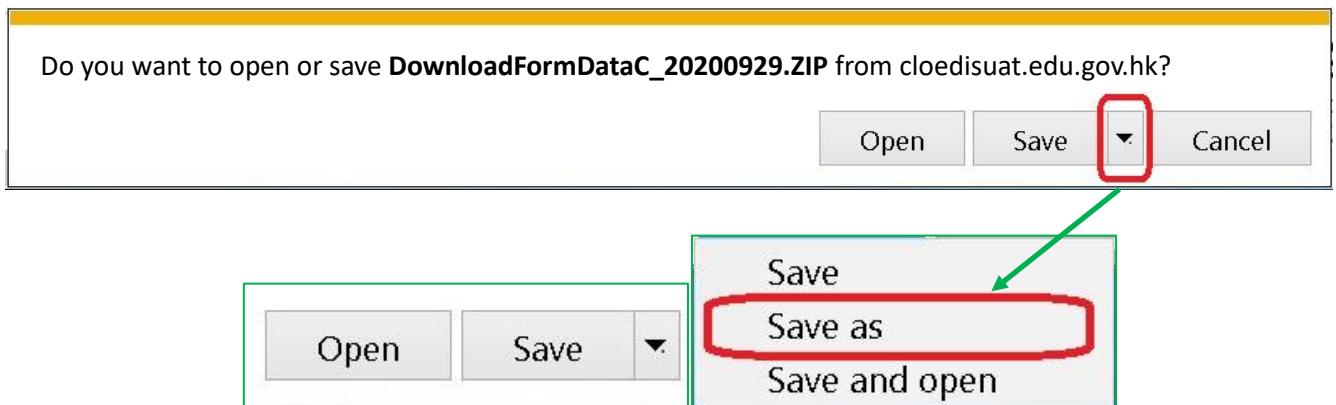
To download a softcopy of the eForm C, click the <Download Saved Record> at the bottom of the eForm.



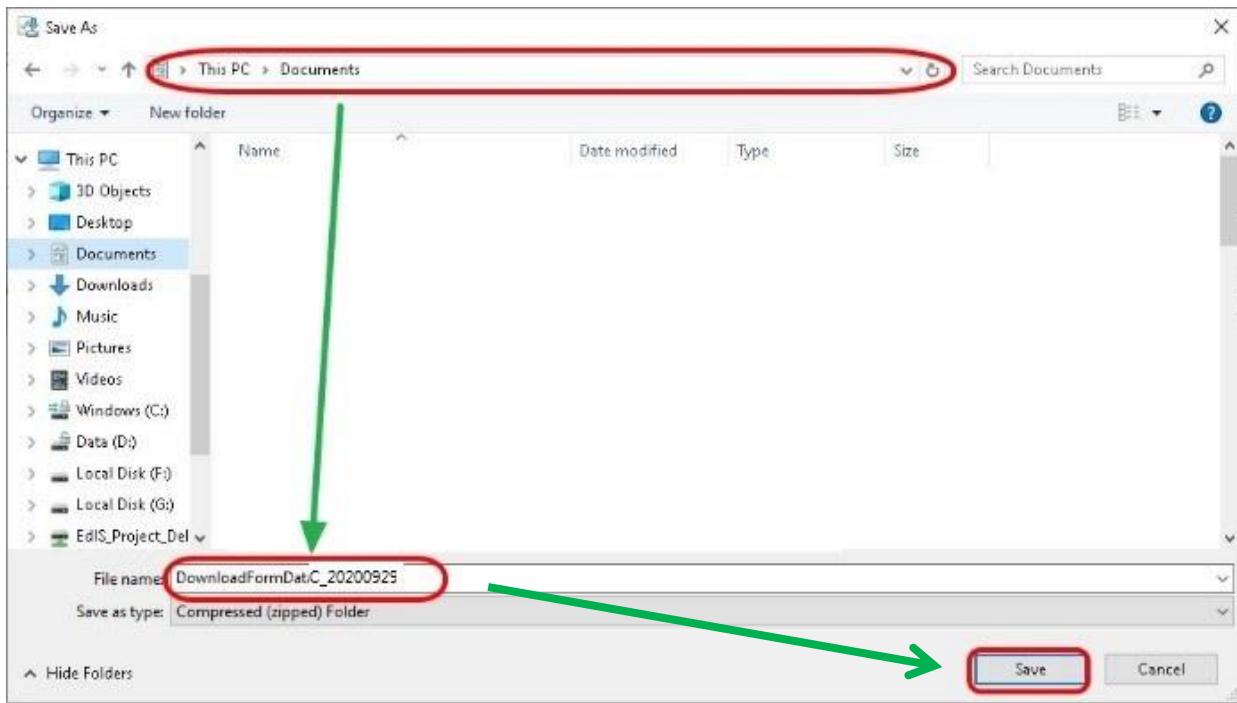
The following box will pop up, which requires users to input a key with at least 8 characters which composed of the all 3 categories OR with at least 10 characters which composed of category A and either category B or C to protect the downloaded content. Click <Continue> after the key has been input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



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 “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.

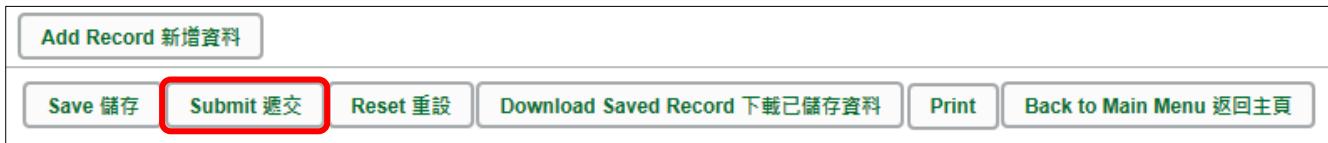


Please use the key to open the file that has been downloaded to your computer.

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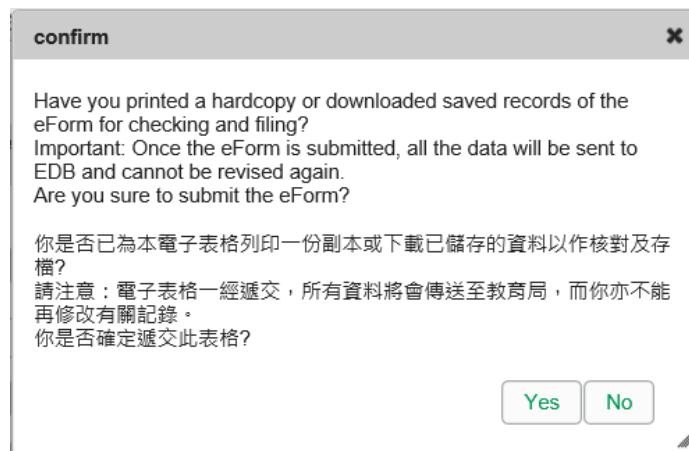
## VIII. Submit the eForm C

After updating the eForm C, 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 EDB by clicking <Submit> at the bottom of the eForm.

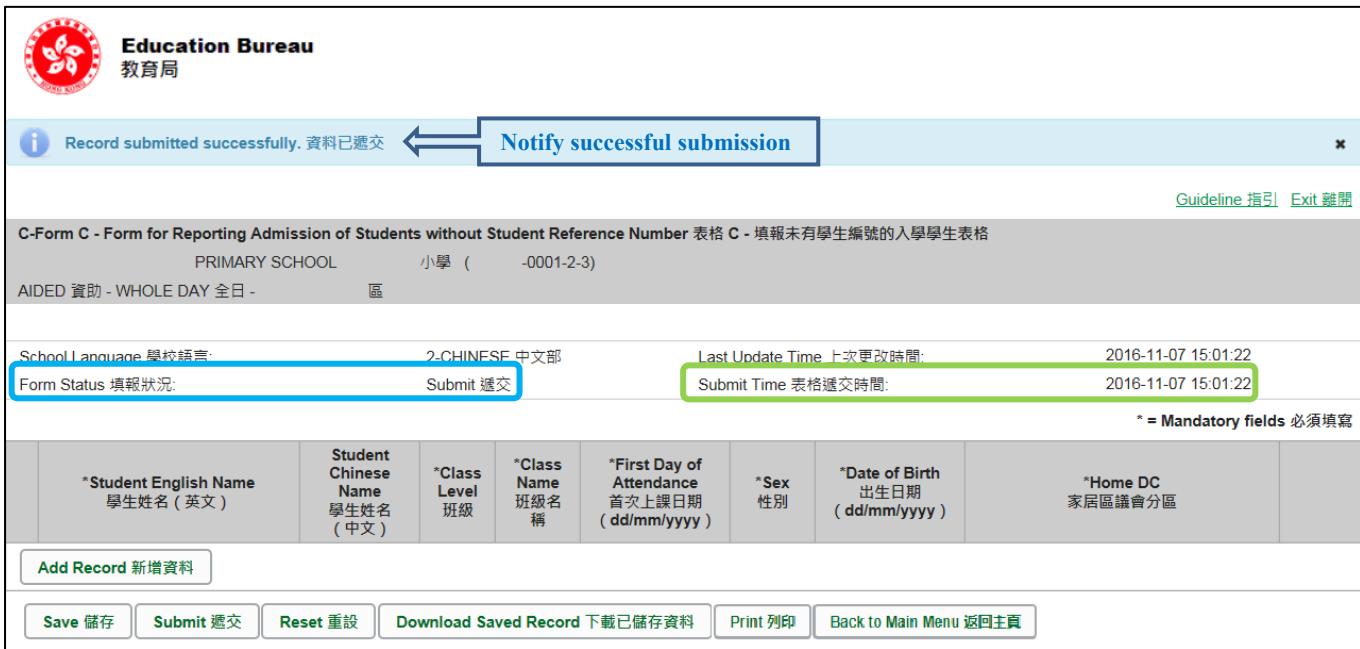


The screenshot shows the top navigation bar of the eForm C. It includes buttons for 'Add Record 新增資料', 'Save 儲存', 'Submit 遣交' (which is highlighted with a red box), 'Reset 重設', 'Download Saved Record 下載已儲存資料', 'Print 列印', and 'Back to Main Menu 返回主頁'.

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



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.



The screenshot shows the eForm C submission confirmation page. At the top, there is a message: "Record submitted successfully. 資料已遞交" and "Notify successful submission". Below this, the "Form Status" field is highlighted with a blue box and contains the text "Submit 遣交". The "Submit Time 表格遞交時間" field is highlighted with a green box and contains the date and time "2016-11-07 15:01:22". The page also includes the Education Bureau logo, a "C-Form C - Form for Reporting Admission of Students without Student Reference Number 表格 C - 填報未有學生編號的入學學生表格" header, and a table with various student information fields. The "Form Status" field is also highlighted with a blue box in the table.

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

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## IX. Exit the eForm C

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



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[Guideline 指引](#) [Exit 離開](#)

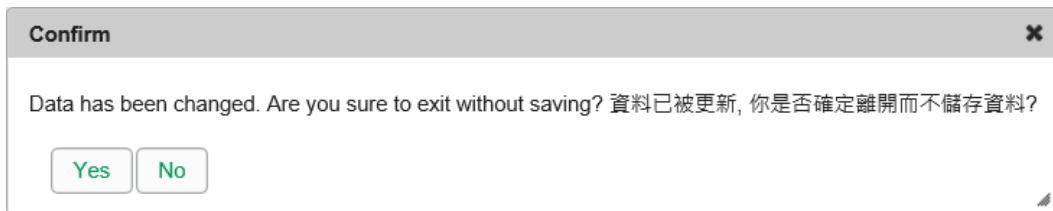
C-Form C - Form for Reporting Admission of Students without Student Reference Number 表格 C - 報未有學生編號的入學學生表格

PRIMARY SCHOOL 小學 ( -0001-2-3 )

AIDED 資助 - WHOLE DAY 全日 - 區

School Language 學校語言:	2-CHINESE 中文部	Last Update Time 上次更改時間:	2016-11-07 15:01:22					
Form Status 填報狀況:	Submit 遣交	Submit Time 表格遞交時間:	2016-11-07 15:01:22					
* = Mandatory fields 必須填寫								
*Student English Name 學生姓名 ( 英文 )	Student Chinese Name 學生姓名 ( 中文 )	*Class Level 級級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 ( dd/mm/yyyy )	*Sex 性別	*Date of Birth 出生日期 ( dd/mm/yyyy )	*Home DC 家居區議會分區	
<a href="#">Add Record 新增資料</a>								
<a href="#">Save 儲存</a>	<a href="#">Submit 遣交</a>	<a href="#">Reset 重設</a>	<a href="#">Download Saved Record 下載已儲存資料</a>	<a href="#">Print</a>	<a href="#">Back to Main Menu 返回主頁</a>			

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 updated data.



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



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[Guideline 指引](#) [Exit 離開](#)

C-Form C - Form for Reporting Admission of Students without Student Reference Number 表格 C - 報未有學生編號的入學學生表格

PRIMARY SCHOOL 小學 ( -0001-2-3 )

AIDED 資助 - WHOLE DAY 全日 - 區

School Language 學校語言:	2-CHINESE 中文部	Last Update Time 上次更改時間:	2016-11-07 15:01:22					
Form Status 填報狀況:	Submit 遣交	Submit Time 表格遞交時間:	2016-11-07 15:01:22					
* = Mandatory fields 必須填寫								
*Student English Name 學生姓名 ( 英文 )	Student Chinese Name 學生姓名 ( 中文 )	*Class Level 級級	*Class Name 班級名稱	*First Day of Attendance 首次上課日期 ( dd/mm/yyyy )	*Sex 性別	*Date of Birth 出生日期 ( dd/mm/yyyy )	*Home DC 家居區議會分區	
<a href="#">Add Record 新增資料</a>								
<a href="#">Save 儲存</a>	<a href="#">Submit 遣交</a>	<a href="#">Reset 重設</a>	<a href="#">Download Saved Record 下載已儲存資料</a>	<a href="#">Print 列印</a>	<a href="#">Back to Main Menu 返回主頁</a>			

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 updated data.

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~ END ~