

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

(Ver.: 202509)

## **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 C**

- I. Tips for filling in the eForm C
- II. Add a new record of Admission of Student without Student Reference Number (STRN)
- III. Completing the new record in eForm C
  - a. ID Type and Document No.
  - b. School Group
  - c. Date of Entry from Mainland
  - d. First Day of Attendance
  - e. Student Name and Date of Birth
  - f. Home District Council (DC)
- IV. Delete a record of admission of student without STRN
- V. Save the eForm C
- VI. Reset the eForm C
- VII. Print and Download the eForm C
  - a. Print hardcopy of eForm C
  - b. Download softcopy of eForm C
- VIII. Submit the eForm C
- IX. Exit the eForm C

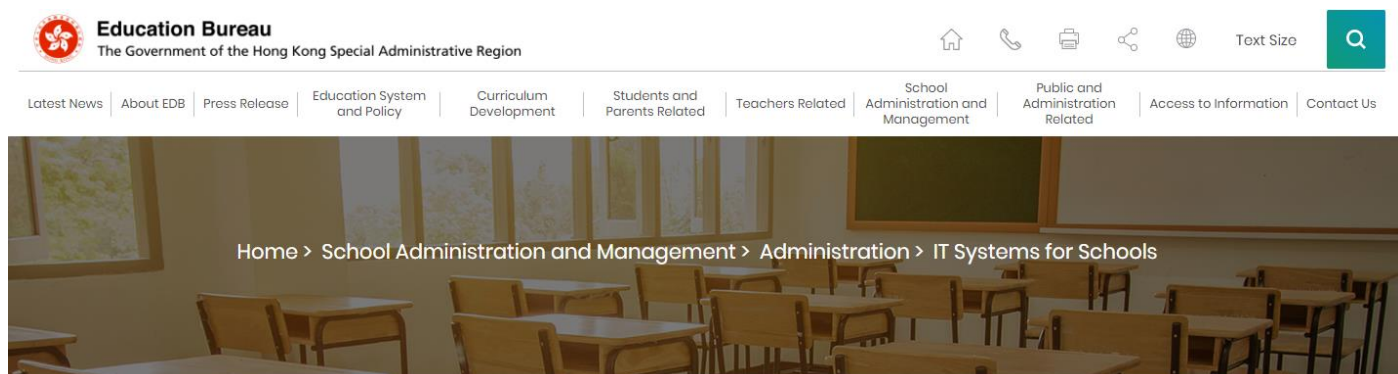
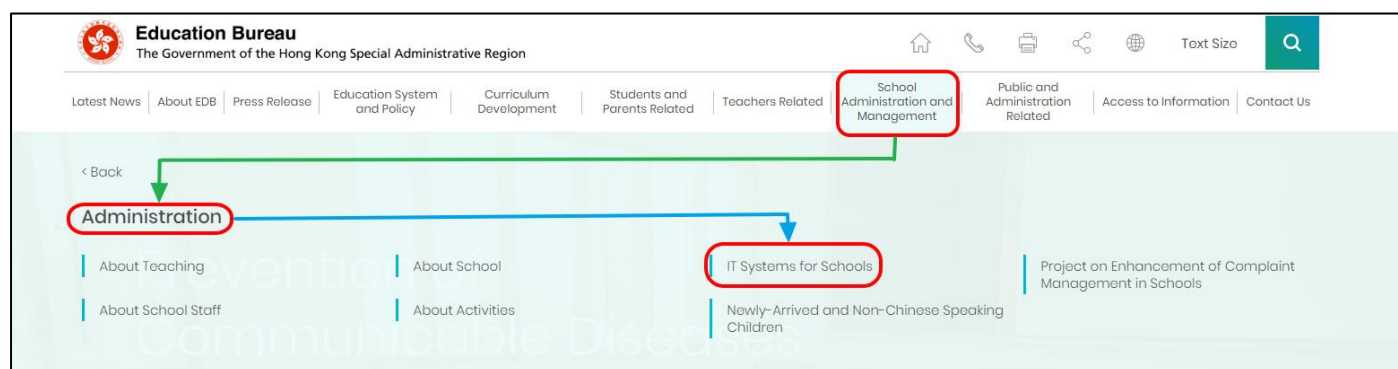
## A. General Guidelines on Using eForm for Student Information Management System (STIMS)

### 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](http://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:

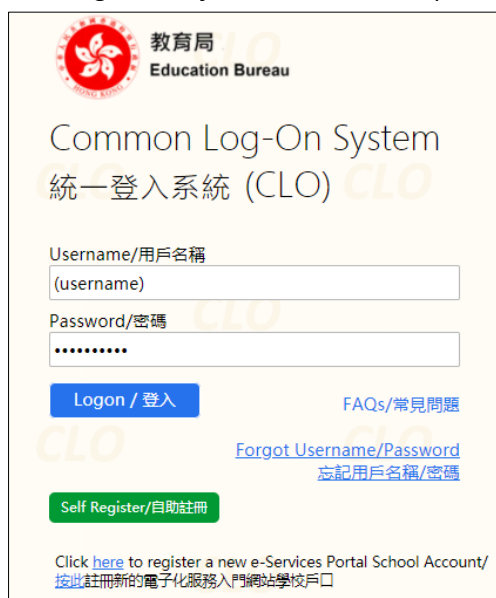


### IT Systems for Schools

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

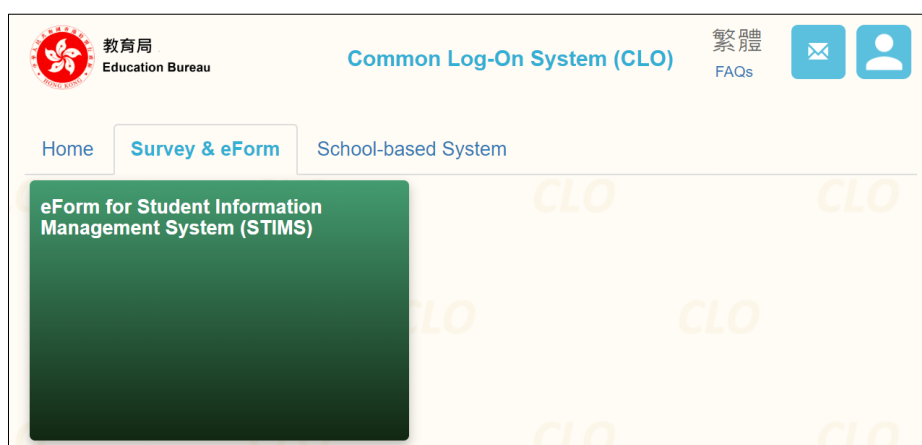
At the logon page, enter the Username and Password and click **<Logon>**.

(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.)



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 for 'FAQs/常見問題'. Below the input fields is a blue 'Logon / 登入' button. To its right is a link for 'Forgot Username/Password' and '忘記用戶名稱/密碼'. Below the login button is a green 'Self Register/自助註冊' button. At the bottom, there is a link to '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 for '繁體' and 'FAQs'. Below the title are three tabs: 'Home', 'Survey & eForm' (which is selected), and 'School-based System'. Below the 'Survey & eForm' tab is a green box with the text 'eForm for Student Information Management System (STIMS)'. The background of the page has a repeating 'CLO' watermark.

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  
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School Name

School Number

Exit 離開

COLLEGE 中學 ( -0001-3-3)

AIDED 資助 - WHOLE DAY 全日 - 區

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	Enter 進入
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 中區 ( -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

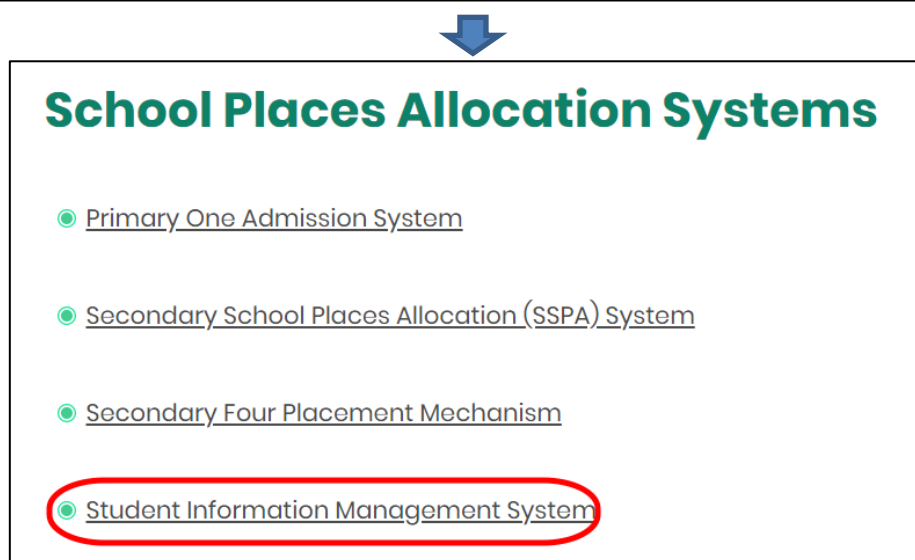
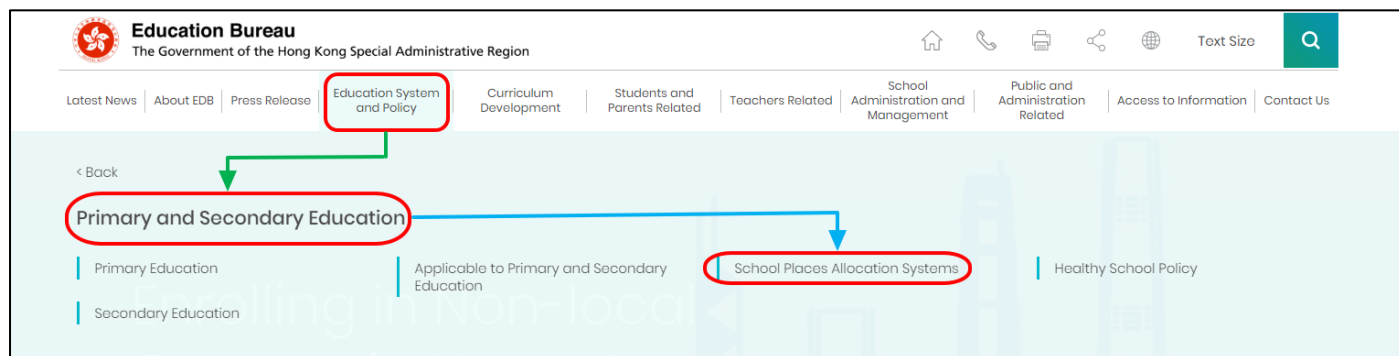
Form A	Report of Student Leaving / Absence from School	Enter 進入
表格 A	學生離校 / 缺課報告表格	Enter 進入
Form B	Form for Reporting Admission of Students with Student Reference Number	Enter 進入
表格 B	填報已有學生編號的入學學生表格	Enter 進入
Form C	Form for Reporting Admission of Students without Student Reference Number	Enter 進入
表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

**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](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.



[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. 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 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.

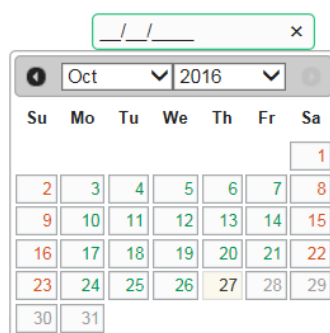
**Never use eForm C to report new admission of a student with an STRN.** Otherwise, it will create multiple records and STRNs for the same student, schools need to submit a eForm B instead to report new admission of a student previously studied in a STIMS school.

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.

[Back to Index](#)

## 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.

**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 班級	*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
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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 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 班級	*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
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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

*Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	*Class Level 班級	*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	
		Please Select	Please Select		Please Select		Please select	Delete 刪除
*Document Type 證明文件種類	Please Select					*Document No. 文件號碼		
*Spoken Language at Home 家庭常用語言	Please Select					Date of Entry from Mainland 內地來港日期 (dd/mm/yyyy)		
*Ethnicity 種族	Please Select							
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

[Back to Index](#)



### 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”).

[Back to Index](#)

#### 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.

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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 - 填報未有學生編號的人學學生表格

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 表格遞交時間: 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 班級	*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	
	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>
1.	*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	
	*Spoken Language at Home 家庭常用語言		CHI-CHINESE 華語			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						

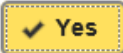

Add Record 新增資料

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.

**Confirmation** 

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

[Back to Index](#)

## 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.

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. While the amended data was saved successfully, it can't be reverted back.

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 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.

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 教育局

✕ Mandatory Input: Student English Name 必須填寫: 學生姓名 (英文)  
 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

**Notify unsuccessful saving and reason(s)**

[Guideline 指引](#) [Exit 離開](#)

**C-Form C - Form for Reporting Admission of Students without Student Reference Number 表格 C - 填報未有學生編號的人學學生表格**  
 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 班級	*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	
	陳立	P5	5B	01/11/2016	Please Select	01/01/2001	D-SOUTHERN 南區	Delete 刪除
*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 A1234				
1. *Spoken Language at Home 家庭常用語言 Please Select				Date of Entry from Mainland 內地來港日期 (dd/mm/yyyy)				
*Ethnicity 種族 999-OTHER ETHNICITIES NOT CLASSIFIED ABOVE 其他以上沒有分類的種族								
School Group 學校組別 3-SCHOOL GROUP 3 學校組別三								

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

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人學學生表格

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

Form Status 填報狀況: Save 儲存

Last Update Time 上次更改時間: 2016-09-23 11:22:54

Submit Time 表格提交時間: 2016-08-04 11:33:20

\* = 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 班級	*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 家屬區議會分區	
CHAN SIU MING	陳少明	P1	1C	01/09/2016	M-MALE 男	15/08/2010	A-CENTRAL AND WESTERN 中西區	Delete 刪除
*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	
*Spoken Language at Home 家庭常用語言		CHI-CHINESE 華語					Date of Entry from Mainland 內地來港日期 (dd/mm/yyyy)	
*Ethnicity 種族		CHI-CHINESE 華人						

[Back to Index](#)

## VI. Reset the eForm C

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 C when you press **<Yes>**.

**Confirmation**

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

Yes No

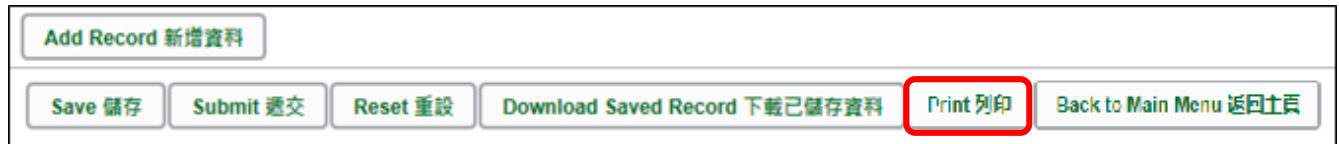
[Back to Index](#)

## VII. Print and Download the eForm C

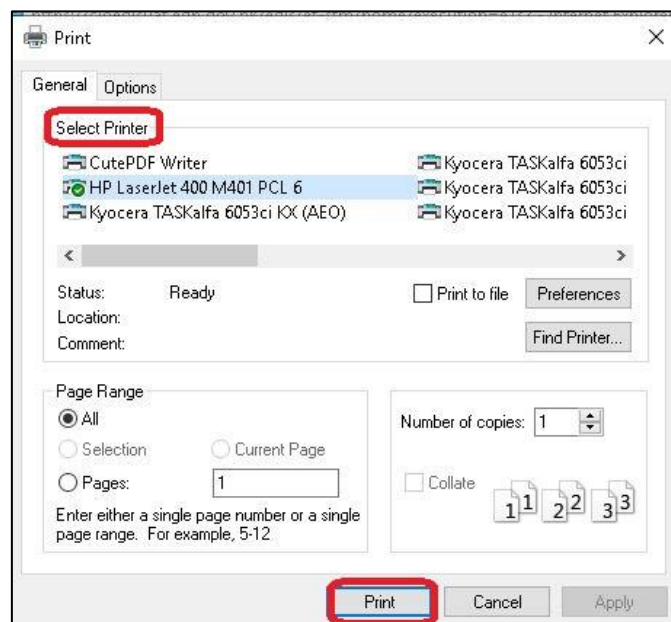
**Before submitting eForm C, you can print hardcopy or download softcopy of the eForm C for checking and filing purpose. Once the eForm is submitted, you cannot retrieve it again.**

### 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.

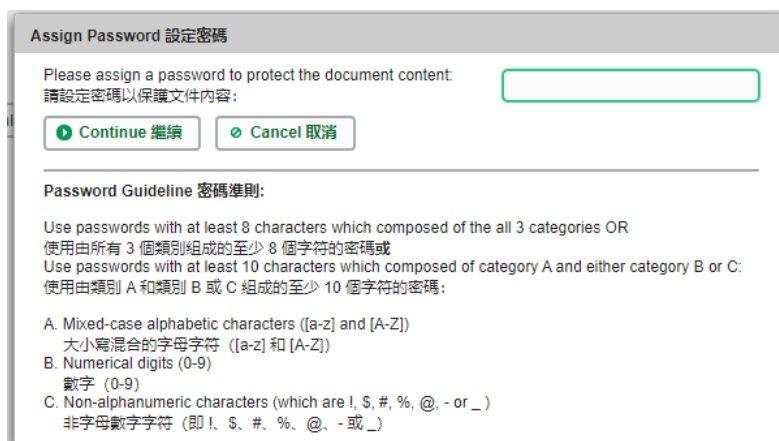


### b. Download softcopy of eForm C

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.



The image shows a dialog box 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: using 8 characters from all 3 categories, or using 10 characters from category A and either B or C. Category A is mixed-case alphabetic, B is numerical digits, and C is non-alphanumeric characters.

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

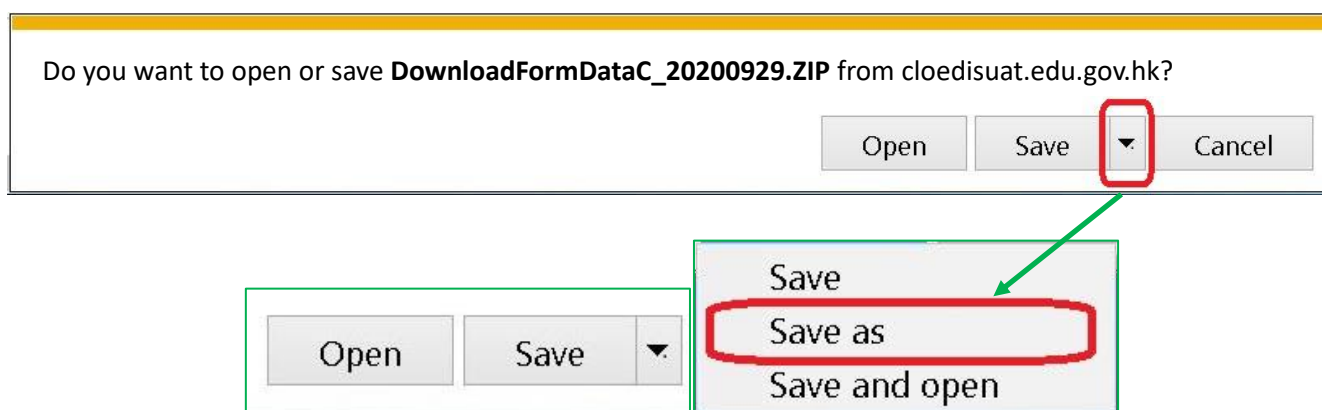
Continue 繼續 Cancel 取消

**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 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.



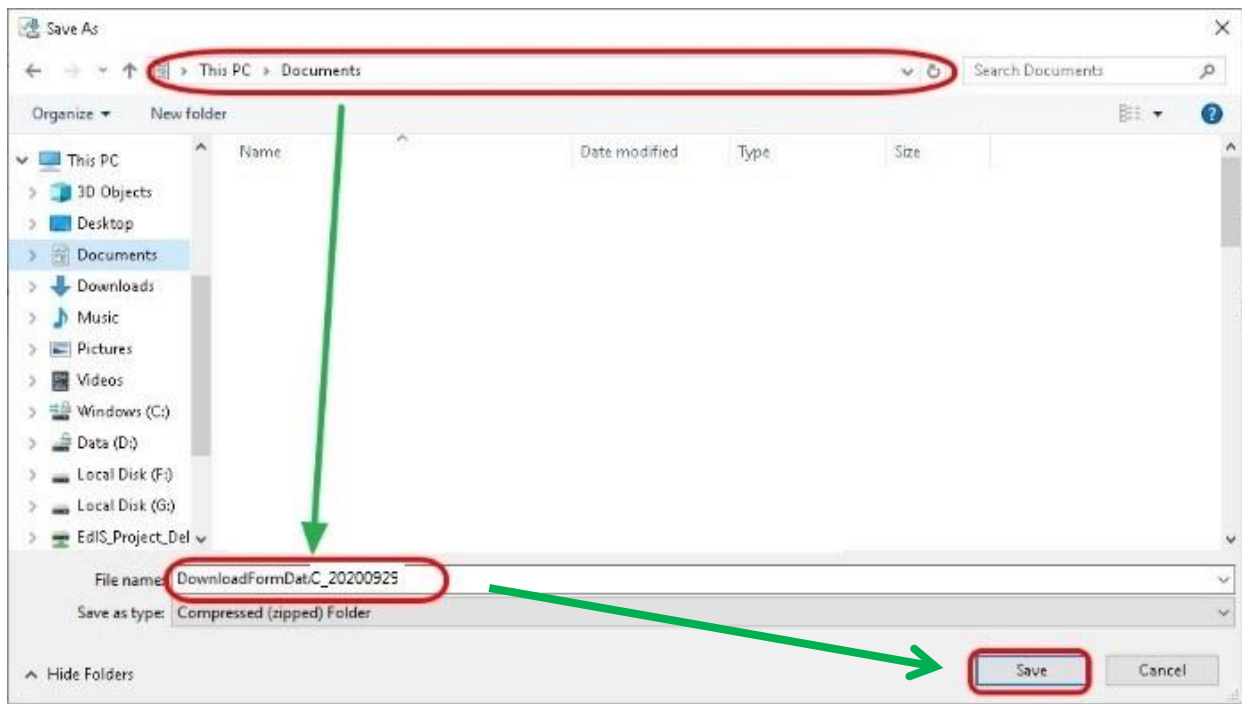
The image shows a file download dialog asking if the user wants to open or save "DownloadFormDataC\_20200929.ZIP" from "cloedisuat.edu.gov.hk". It has "Open", "Save", and "Cancel" buttons. A red box highlights a pull-down arrow next to the "Save" button. Below, a separate box shows the pull-down menu options: "Save", "Save as" (highlighted with a red box), and "Save and open". A green arrow points from the pull-down arrow in the dialog to the "Save as" option.

Do you want to open or save **DownloadFormDataC\_20200929.ZIP** from cloedisuat.edu.gov.hk?

Open Save Cancel

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.

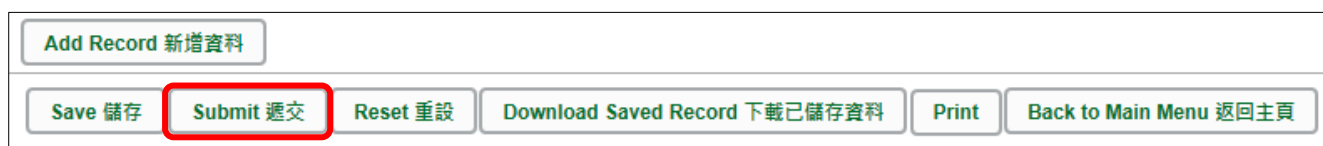


Please use the key to open the file that has been downloaded to your computer.

[Back to Index](#)

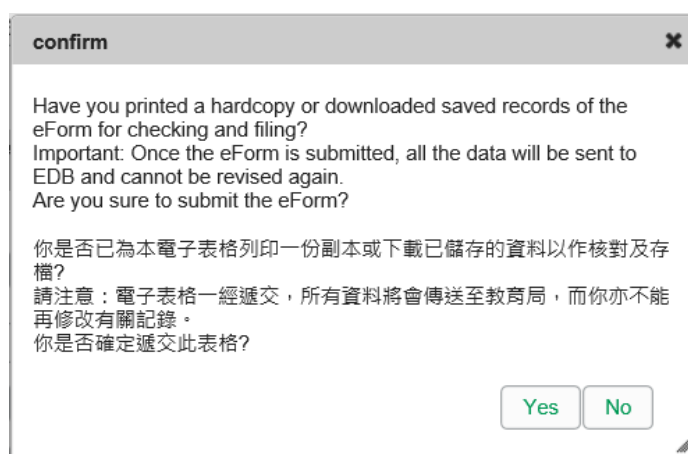
## VIII. Submit the eForm C

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.



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, 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.



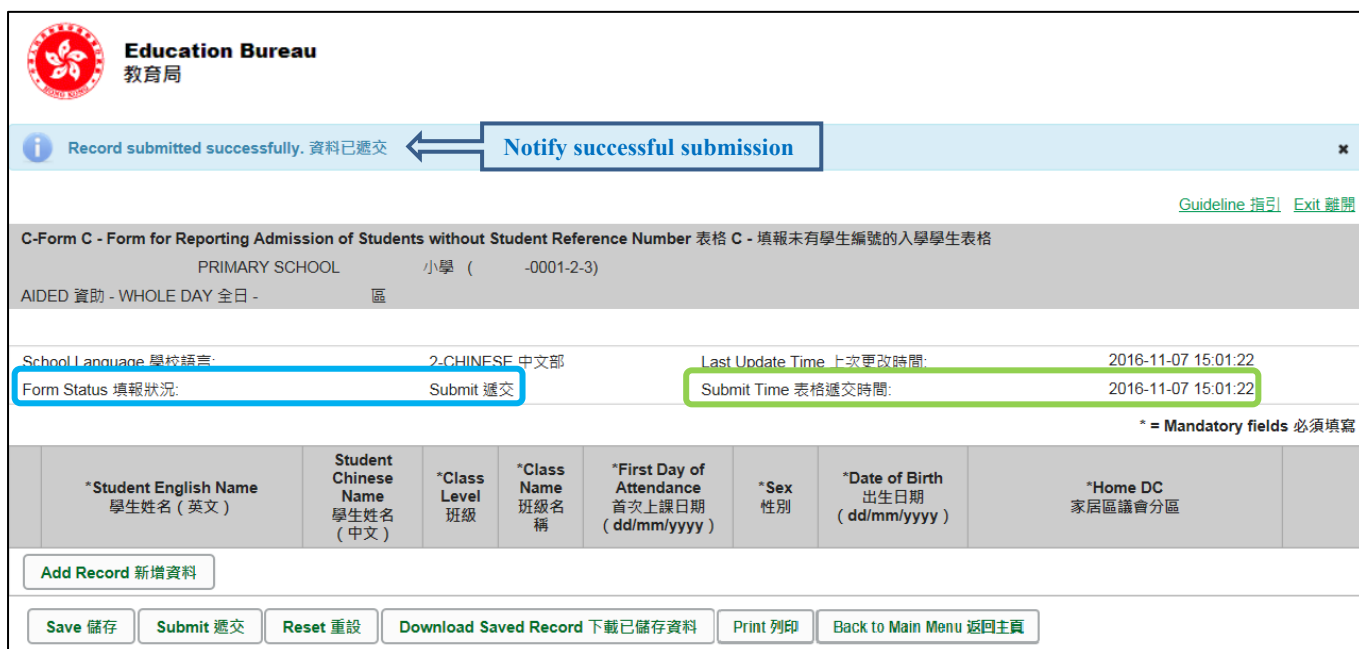
**confirm**

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](#)

**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 班級	*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
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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

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.

[Back to Index](#)



## 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.



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 班級	*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
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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 **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 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**

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 班級	*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
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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 updated data.

[Back to Index](#)

~ END ~