Education Bureau

Guidelines for the
Student Information Management System

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Introduction

The System

1. The Student Information Management System (STIMS), a part of the Education Information System (EdIS), is a computerized system maintained by School Places Allocation (SPA) Section of the Education Bureau (EDB). All student identity data in the system are provided by schools participating in the system. The unique Student Reference Numbers (STRNs) of the students, whose personal data are uploaded by schools, assigned by EDB differentiate the identity of individual students. The accuracy of the data in the system very much depends on the timely data reporting to EDB by schools.

2. The schools participating in STIMS (STIMS schools) are primary, secondary and special schools operated in the daytime, and are mainly government, aided, caput and direct subsidy scheme (DSS) schools.

Purpose of the System

3. The system is maintained for collection of student data and ensuring the accuracy of such data to serve as a database for the following purposes:

   · Central allocation of school places

   · Enforcement of universal basic education

   · Compilation of student related statistics

   · Monitoring of education grants

   · Education researches

   · Other purposes related to education

Student Reference Number (STRN)

4. EDB assigns each student in STIMS schools an STRN. The purpose is to differentiate the identity of individual student so as to avoid mismatching of data of students with identical name, date of birth and sex when their data are processed. This STRN is a unique identity code for individual students in the system. **Schools should not alter nor assign the STRN of any student.**

5. At present, the SPA (STIMS) Section in EDB is the only party with the sole authority to assign and change the STRN of a student in STIMS. Other sections in EDB and schools should not attempt to assign or alter the STRN of a student. Data reported by school with a different STRN from the one stored in STIMS will cause data error and affect the normal operation of the system.

6. At necessary and appropriate moments (e.g. after receiving report from school of the Hong Kong Identity Card (HKIC) No. newly acquired by a student who was not born in Hong Kong), EDB may change the STRN of a student. EDB will inform the schools the new STRNs of the students by sending them "List of Student Identity Data on EDB Record and New STRNs Generated" through Fast Information Transmission System – School Messaging Module (SMM) once the system has generated new STRNs for the students concerned. At the same time when the said list is sent to schools using the Web-based School Administration Management System (WebSAMS), the new STRNs compiled in a data file will be transmitted to the respective schools' WebSAMS through Communication and Delivery System (CDS) and schools can update their WebSAMS records with the

file automatically. For Non-WebSAMS schools, they should update their school records with the new STRNs upon receipt of the said list. Both WebSAMS and Non-WebSAMS schools are requested to inform the students concerned of their new STRNs promptly. <u>Please note that before receiving notice from EDB of the new STRNs for the students concerned, the school should continue to use the original STRNs.</u>

7. If a student was not born in Hong Kong and has not yet obtained the HKIC, EDB will first assign an 8-digit STRN to him/her. <u>After the student having got the HKIC, the school should report it to EDB by submitting Form D **promptly** so that EDB will update the student's STRN to be the same as his/her HKIC No.</u>

8. Schools are obliged to ensure that all their students are aware of their own STRNs, such that in case of their school transfer, they may inform the new schools of their STRNs. On the other hand, when a school admits a new student who has previously studied in other STIMS participating schools in Hong Kong, the school should obtain from the student his/her STRN and report the admission to EDB with that STRN. By this means, a student carries his/her STRN until he/she completes primary/secondary education in Hong Kong.

9. To assist the students to bear in mind and keep record of their own STRNs, school may print students' STRNs on their student handbooks. However, school should note that in order to ensure the protection of student's HKIC data from unnecessary or accidental access, school should not print the STRN directly on the student's handbook if his/her STRN is the same as his/her HKIC No. or Hong Kong Birth Certificate (HKBC) No.. In this connection, school should handle the printing of student's STRN on the student handbook according to the following criteria:

  (i)   If the student's STRN is different from his/her HKIC/HKBC No. (i.e. the student's STRN is an 8-digit numeric no.), school may print the STRN on the student's handbook directly. For example, if a student's STRN is 98765432, school may print his/her STRN directly on his/her student handbook as 98765432.

  (ii) If the student's STRN is assigned according to his/her HKIC/HKBC No. (i.e. the student's STRN is composed of alphabet(s) and numeric numbers), school should not print the student's STRN directly on the student handbook. Instead, school may print the characters "HKIC/BC No." or in terms of Chinese characters "香港身份證／出生證明書號碼" on the student handbook under the column of STRN. As such, in case the student concerned needs to transfer to another school, the new school may obtain the STRN of the student by referring to his/her HKIC/BC No. so as to facilitate the reporting of student admission to the EDB.

Updating of Student Data and Collection of New Student Data

10. **The Annual Enrolment Survey**
    This survey conducted by EDB is an overall "stock-taking" and data updating exercise of STIMS, aiming also at collecting data of new students in schools. Schools are required to conduct a comprehensive checking of all their student data on a specified survey day and report to EDB any data which need updating or rectification with respective forms in the WebSAMS or eForms. For example, schools should use Form E in the WebSAMS or eForm E to report the enrolment information of students with STRN (including own students and transferred students) and use the Form C in the WebSAMS or eForm C to report admission of new students without STRN.

11. **"Full List of Student Identity Data on EDB Record and Current STRNs"** (abbreviated as "Full List of Students Enrolled in School") and **"List of Student Identity Data on EDB Record and New STRNs Generated"**
After processing of data for the enrolment survey has been completed, the system will generate a report of student data (the "Full List of Students Enrolled in School") for each school. EDB will send this list to respective schools such that schools will crosscheck again the data on the list against data on school record.   On the other hand, at necessary and appropriate moments, EDB may change the STRN of students and send "List of Student Identity Data on EDB Record and New STRNs Generated" to schools for them to update the STRNs for the students concerned. In case any discrepancy is detected, the school should send relevant Report Form to EDB for amendment. Schools may also use these lists for easy checking of student data, record keeping and informing students of their latest STRNs.

12. **Specific Report Forms for on-going Data Amendment/Updating**
EDB has designed specific report forms for schools to inform EDB of the necessary amendment/updating of student data on various occasions, which include:

   - leaving/absent from school continuously for 7 days or more (Form A/As);

   - admission of new student with STRN (Form B);

   - admission of new students without STRN (Form C);

   - change of student name, identity document and class attending, etc. (Form D/Ds); and

   - enrolment survey reporting at the beginning of the school year (Form E).

Student Data and Personal Data Privacy

13. Student data are personal private data, when handling such data (including the purposes and way of data collection, use of data, data security and access to data, etc.), schools should observe the provisions in the Personal Data (Privacy) Ordinance i.e. Chapter 486 of the Laws of Hong Kong.   For any enquiries related to this ordinance, schools may contact the Office of the Privacy Commissioner for Personal Data (telephone number: 2827 2827, fax number: 2877 7026 and e-mail address: enquiry@pcpd.org.hk) or visit the website (www.pcpd.org.hk). **Regarding the Personal Information Collection Statement when handling student data, please refer to Appendix 1.**

Liaison between Schools and the SPA (STIMS) Section, EDB

14. The SPA (STIMS) Section of EDB has assigned Liaison Officer(s) for each district to be responsible for liaison with schools in his/her district on matters related to the Student Information Management System (STIMS). Should STIMS schools need assistance on the aforesaid matters, they may contact the Liaison Officer responsible for their school.

Major Events in the Student Information Management System

Time	Event
August	• Before the beginning of the new school year, check for any student data which have not been reported for the current school year and return the relevant outstanding Form A/B/C/D/Ds in WebSAMS or eForm A/B/C/D before end of the current school year • Nominate representatives to attend the briefing session on Student Information Management System*
September	• Study the updated STIMS Guidelines from the EDB homepage • Attend the briefing session on Student Information Management System* • Take stock of student data on the Survey Day* • Submit on or before deadline* the report forms for the Enrolment Survey for students who are enrolled on the Survey Day including Form E in WebSAMS or eForm E (for students with STRN) and Form C in WebSAMS or eForm C (for students without STRN) • After submitting the Enrolment Survey, report promptly the Date of Entry from Mainland for all new students <u>with STRN</u>, such as P1 students allocated to the school, who arrive from the Mainland China and hold the <u>One-way Permit</u>, by using Form D/Ds in WebSAMS or eForm D. (For new students <u>without STRN</u>, the data must have already been reported by using Form C in WebSAMS or eForm C during the Enrolment Survey.) • When using Form C to report a student who is admitted to a school in Hong Kong for the first time (i.e. student not yet allocated with STRN), the school should report the <u>Hong Kong Birth Certificate (HKBC) No</u>. or <u>Hong Kong Identity Card (HKIC) No.</u> of the student concerned if he/she was **born in Hong Kong**. If he/she was **born in the Mainland**, the school should also report his/her <u>Date of Entry from Mainland</u>. • <u>Before submitting the Enrolment Survey</u> (i.e. during 1 September to mid-September), if students' non-attendance persist, schools should report students' non-attendance cases on the 7th day of the students' absence first using "Temporary Form A" according to the instruction from the Non-attendance Cases Team. For any enquiries, please contact the Hotline "Early Notification System - for reporting suspected non-attendance cases" at 3698 4411. After submitting the Enrolment Survey, schools should then submit promptly the Form A/As in the WebSAMS or eForm A for the students' non-attendance.
After submitting the Enrolment Survey and up to July of the following year	• Submit Form B/C in the WebSAMS or eForm B/C respectively for students on transfer/Newly Arrived Children admitted after the Enrolment Survey Day • Submit Form A in the WebSAMS or eForm A for reporting students who have left school/been absent from school continuously for 7 days or more • Submit Form D/Ds in the WebSAMS or eForm D to report the updated information of the relevant students as and when necessary

Time	Event
December	• Receive letter from EDB on the return of outstanding Form A in the WebSAMS or eForm A to report students left and transferred out •
January to July	• In January, schools receive from EDB "List of Student Identity Data on EDB Record and Current STRN" as a full student list for cross-checking • When necessary, schools receive from EDB "List of Student Identity Data on EDB Record and New STRNs Generated" for students newly assigned with STRN or whose STRNs need to be updated. (For schools using WebSAMS, the new STRNs compiled in a data file will also be sent to the respective schools through CDS.)
April to June	• Receive letter from EDB for reporting HKIC Numbers of P6 Students
July to August	• Receive letter from EDB on the return of all outstanding student data reports for the school year with relevant Form A/B/C/D/Ds in the WebSAMS or eForm A/B/C/D • Check for any outstanding student data to be reported and return relevant Form A/B/C/D/Ds in the WebSAMS or eForm A/B/C/D before end of the school year (early August)

*   Briefing session on Student Information Management System will generally be conducted once every year. Please refer to the circular letter on the enrolment survey issued to schools in late August each year for :

- detailed arrangements for the briefing session,
- the date of the Survey Day for the new school year (*which is normally set on 15 September or the first school day thereafter if 15 September is a Saturday, Sunday or a public holiday*), and
- the deadline for submitting the enrolment survey data to EDB.

Enrolment Survey Data
- Use Form E for students with STRN and Form C for students without STRN

(List of Data to be reported in Form E and Form C is at Appendix 2)

<u>WebSAMS Schools</u>

WebSAMS schools prepare their enrolment survey data including Form E (for own school students and transferred students, i.e. students with STRN) and Form C (for students without STRN) for students on roll on the Survey Day in WebSAMS and then transmit them to EDB through CDS.

<u>Non-WebSAMS Schools</u>

➢ Non-WebSAMS schools use eForm E for the submission of enrolment survey data to the EDB. This eForm E is a web-based electronic Enrolment Survey Form and contains a list of student data. On the list, there are data on the following types of students -

・ For secondary schools: they are students completed S1 to S5 in the last school year while no reports of leaving (Form A) of such students are received by EDB from the school. In addition, the list also includes data on S4 and S1 students placed to the school through EDB's Secondary Four Placement (SFP) Mechanism and Secondary School Places Allocation (SSPA) System respectively.

・ For primary schools: they are students completed P1 to P5 in the last school year while no reports of leaving (Form A) of such students are received by EDB from the school. In addition, the list also includes data on P1 students allocated to the school through the Primary One Places Allocation (POA) System by EDB.

➢ For other students with STRN and not found in the eForm E, schools should add their enrolment records to the relevant classes in the eForm E. Such students may include the following categories –

For all schools

・ Those students being re-admitted this school year after they had previously been reported left to EDB (have submitted Form A or eForm A).
・ Students transferred from other STIMS schools in Hong Kong.

For secondary schools

・ S3 and S6 repeaters
・ S1 students transferred from other SSPA allocated schools

For primary schools

・ P1 students transferred from other POA allocated schools

➢ The eForm E is provided by EDB to Non-WebSAMS schools. Schools can access the eForm for STIMS through the Common Log-On System (CLO). After checking the data and having completed the eForm E, Non-WebSAMS schools should return this eForm E to EDB electronically.

Points to Note for WebSAMS and Non-WebSAMS Schools

1.   Apart from own school students, the enrolment survey data submitted through Form E in the WebSAMS or eForm E should also contain students who are enrolled on the Survey

Day and have previously studied in other STIMS schools (i.e. transferred students). Such student should possess an STRN. **In case schools have doubt whether a student has ever been assigned an STRN by the EDB system, please contact the Liaison Officer for clarification.**

2. Please use a Form C in the WebSAMS or eForm C to report the enrolment of a student who has never studied in any STIMS schools in Hong Kong nor allocated to a school through POA/SSPA, i.e. student without an STRN.

3. Schools may update the Home District Council (DC) of students through the submission of the student enrolment data. Please note that the Home DC of the student is the district in which the student usually resides during the school days. For the 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").

4. Schools **cannot** amend the name, sex or date of birth of students through the submission of the student enrolment data. If necessary, please use a Form D/Ds in the WebSAMS or eForm D for amendment of name, sex or date of birth data of a student promptly after submitting the Enrolment Survey.

5. Please ensure that the data input for the "Name", "Sex" and "Date of Birth" items tally with those listed on the original copy of the student's identity document. [Note: Schools have to check against the student's Hong Kong Identity Card (HKIC) (or Hong Kong Birth Certificate (HKBC) if the student has not yet had the HKIC). Only when the student does not possess these two documents, school may refer to his/her other identity documents.]

6. Under no circumstances should a school amend the STRN of its student (please refer to the paragraphs on STRN in the Introduction Section at the beginning of this guide). WebSAMS schools **should never assign nor amend STRNs directly in their WebSAMS system** without being informed by EDB. EDB system cannot capture any STRN not generated by the EDB system. Unmatched STRN will lead to failure of school allocation and implementation of Education Ordinance.

7. As different schools may adopt different measures to cater for the learning needs of students (e.g. split class or group teaching), the number of classes actually operated by some schools may be different from the number of classes approved by the Bureau. In reporting the class names in which students are enrolled, schools should refer to the **classes and class names actually operated**. Besides, schools should use the same set of names of the operating classes that are used in the Survey on Class and Subject Details conducted in September each year.

8. For all new students who arrive from the mainland China and hold the **One-way Permit**, the school should report their Date of Entry from Mainland. For new students without STRN, please report the data by using Form C in WebSAMS or eForm C during the Enrolment Survey; for new students with STRN, such as P1 students allocated to the school, please report promptly the data by using Form D/Ds in WebSAMS or eForm D after submitting the Enrolment Survey.

9. When using Form C to report a student who is admitted to a school in Hong Kong for the first time (i.e. student not yet allocated with STRN), the school should report the HKBC No. or HKIC No. of the student concerned if he/she was **born in Hong Kong**. If he/she was **born in the Mainland**, the school should also report his/her Date of Entry from Mainland.

10. Before submitting the Enrolment Survey (i.e. during 1 September to mid-September), if students' non-attendance persist, schools should report students' non-attendance cases on the 7th school day of the students' continuous absence first using "Temporary Form A" according to the instruction from the Non-attendance Cases Team. For any enquiries, please contact the Hotline "Early Notification System - for reporting suspected non-attendance cases" at 3698 4411. After submitting the Enrolment Survey, schools should then submit promptly the Form A/As in the WebSAMS or eForm A for the students' non-attendance.

"Full List of Student Identity Data on EDB Record and Current STRN"
(abbreviated as Full List of Students Enrolled in School) **and "List of Student Identity Data on EDB Record and New STRNs Generated"**

1. These lists are issued by EDB to all STIMS schools as a school record and a checking list with a view to ensuring that the student identity data recorded in schools tally with those on EDB records.

2. They display data of a student's name, class, STRN, sex, date of birth, the codes of student's home DC, ethnicity and spoken language at home.

3. **The Full List of Students Enrolled in School**
    In January each year, EDB will issue this full list – "**Full List of Student Identity Data on EDB Record and Current STRN"** to all STIMS schools upon completion of the enrolment survey. The list displays the identity data of all enrolled students captured by the EDB system as at the date the list is generated.

4. **The Data Updating List**
    After enrolment survey till end of the school year, EDB will issue the "List of Student Identity Data on EDB Record and New STRNs Generated" to the school in case the STRN of student(s) need to be updated (a data file containing the new STRN(s) will also be sent to WebSAMS schools through CDS for easy capturing). Schools should check to ensure that the information on the list is accurate and update the STRN of the student concerned accordingly. Schools should also inform the students concerned of their new STRNs promptly.

5. **Newly Assigned STRN List**
    EDB system will assign an STRN for the student newly admitted to a school in Hong Kong and without schooling history in the STIMS. Subsequently, an EDB record list with the new STRN "List of Student Identity Data on EDB Record and New STRNs Generated" will be issued to the school (again, a data file containing the new STRN(s) will also be sent to WebSAMS schools through CDS for easy capturing). Upon receipt of the list, schools should inform the students concerned of their new STRNs promptly.

6. Schools have to use data on these lists to verify the student identity data against their school records, to ensure that the data on both school and EDB records tally with each other. After checking, in case a school detects any discrepancy on the list, school should report to EDB for amendment of such data. In this connection, schools should always ensure that student data in their records are valid by checking against their students' identity documents in case of doubt.

7. Schools should keep all such lists issued to them as a proper school record for future reference for the whole school year until they receive the Full List of Students Enrolled in School for the next school year.

Form A/As/B&As: Report Students Leaving/Absence from Schools
(List of Data to be reported in this Form is at Appendix 2)

The Function

➤ This Form A/As in the WebSAMS or eForm A is used for reporting students who have left school/been absent from school continuously for 7 days or more. Schools must report this Form **WITHOUT DELAY** on the **7th school day** of the student's continuous absence disregard of the reasons for absence.   For details, please refer to the EDB Circular No. 21/2024 on "Upholding Students' Right to Education".

Points to Note for WebSAMS and Non-WebSAMS Schools

1. If Form A/As in the WebSAMS or eForm A of a student has been reported for non-attendance/leaving, schools should use a Form B in the WebSAMS or eForm B to report the case when the student resumes schooling or is re-admitted. Otherwise, the schooling information of this student will not be updated in the system of the Education Bureau.

2. Normally, for a student who left school, the "last day of attendance" to be entered should be the last day that the non-attendance student attended the school.

3. In reporting Form A/As in the WebSAMS or eForm A, the information of the Parent/Guardian and Student Home Address must be entered.

4. For any student who has been reported <u>non-attendance</u> before by Form A in the WebSAMS or eForm A, the school should report his/her <u>leaving</u> by using Form A in the WebSAMS or eForm A again if the student has left the school subsequently.

5. For any student who has been reported <u>non-attendance</u> with a reason "Pending confirmation of reason behind the student's absence" before by Form A in the WebSAMS or eForm A, the school should report his/her absence with the confirmed reason by using Form A in the WebSAMS or eForm A again in due course after the reason of non-attendance has been confirmed.

6. For a student whose period of non-attendance, which was reported by Form A in the last school year, spans across the last and current school years, the school has no need to report the non-attendance of the student again for the current school year by using Form A in the WebSAMS or eForm A after reporting the student's enrolment information, e.g. enrolled class, etc. in the Enrolment Survey.   If the students resume schooling, the school should report resumption of schooling in the current school year by Form B in the WebSAMS or eForm B.   If the student is confirmed to leave, school should report departure by Form A in the WebSAMS or eForm A with last day of attendance in the previous school year.

7. <u>Before submitting the Enrolment Survey</u> (i.e. during 1 September to mid-September), if students' non-attendance persist, schools should report students' non-attendance cases on the 7th school day of the students' continuous absence first using "Temporary Form A" according to the instruction from the Non-attendance Cases Team.   For any enquiries, please contact the Hotline "Early Notification System - for reporting suspected non-attendance cases" at 3698 4411.   After submitting the Enrolment Survey, schools should then submit promptly the Form A/As in the WebSAMS or eForm A for the students' non-attendance.

Point to Note for WebSAMS schools only

8. If a student leaves before submission of Enrolment Survey (between 1 September and mid-September) and has been set as departure before the Survey Day by the school (i.e. the student has not been included in the Enrolment Survey), please submit Form As (for students who studied at the school in the past school year) or submit Forms B&As (for students who are newly admitted in the current school year, have STRN and have attended school) after submission of the Enrolment Survey.

Form B: Report Newly Admitted Student with STRN
(List of Data to be reported in this Form is at Appendix 2)

The Function

➢ This Form B in the WebSAMS or eForm B is suitable for use in reporting data on:

- A student newly admitted **after the Enrolment Survey Day** who has previously studied in other STIMS schools in Hong Kong, even if the student cannot readily provide his Student Reference Number (STRN) (please refer to Points to Note below).

- A student that has been resumed schooling in or re-admitted to your school, while at an earlier time, your school has submitted a Form A/As in the WebSAMS or eForm A to this Section to report his/her leaving school/non-attendance from class. Schools should submit Form B in the WebSAMS or eForm B for the students **within 10 days** after the first day of their attendance.

➢ **This form is for exclusive use by the SPA (STIMS) Section of EDB. This is not a form for application of grants. Please <u>do not</u> submit this form to the Placement and Support Section of EDB. Before making application for School-Based Support Scheme Grant to that section, schools must submit the student's Form B to SPA (STIMS) Section of EDB. Otherwise, the Placement and Support Section of EDB cannot process the application.**

Points to Note for WebSAMS and Non-WebSAMS Schools

1. When admitting students, schools should check their STRN from the students' Primary One/Secondary One Admission Slips or handbooks of the schools they last attended.

2. For a transferred student who claims to have forgotten his/her STRN and fails to show the said documents, the new school should advise the student to obtain his/her STRN from his/her last attended school. In case the school cannot obtain the STRN of such a student, please contact the Liaison Officer. Please report the admission of student with STRN via Form B in the WebSAMS or eForm B, **but not Form C in the WebSAMS or eForm C**.

3. In case schools have doubt whether a student has ever been assigned an STRN by the EDB system, please contact the Liaison Officer for clarification and obtaining the STRN of the student (if any). DO NOT report a Form C in the WebSAMS or eForm C simply for the reason that the STRN of such students are not readily available.

4. "1st Day of Attendance in current class" should be the first day when the student **attends the school or resumes schooling**, but not the day when the school registered his/her admission. Schools should not submit Form B in the WebSAMS or eForm B before the day he/she actually attends school. The class start date is by default on 1 September each year. The first day of attendance should not be marked earlier than that date. The year-end date is by default on 15 July each year. The first day of attendance should not be marked beyond that date.

5. Please ensure that the data input for the "Name", "Sex" and "Date of Birth" items tally with those listed on the original copy of the student's identity document. [Note: Schools need to check against the student's Hong Kong Identity Card (HKIC) (or Hong Kong Birth Certificate if the student has not yet had the HKIC). Only when the student does not possess these two documents, school may refer to his other identity documents.]

6. For new students with STRN admitted at the beginning of the school year (i.e. on or before the Enrolment Survey Day), schools should report their admission through the Enrolment Survey (Form E in the WebSAMS or eForm E) **instead of Form B in the WebSAMS or eForm B**.

7. The Home District Council (DC) of the student is the district in which the student usually resides during the school days.   For the 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").

Form C: Report Newly Admitted Student without STRN
(List of Data to be reported in this Form is at Appendix 2)

The Function

> This Form C in the WebSAMS or eForm C is only suitable for reporting the admission of **new students who have never studied in any STIMS primary/secondary school in Hong Kong**. These students should have no Student Reference Numbers (STRN). Schools should submit this form **within 10 days** after the student's first day of attendance.

> **This form is for exclusive use by the SPA (STIMS) Section of EDB. This is not a form for application of grants. Please do not submit this form to the Placement and Support Section of EDB. Before making application for School-Based Support Scheme Grant to that section, schools must first submit the student's Form C in the WebSAMS or eForm C to SPA (STIMS) Section of EDB. Otherwise, the Placement and Support Section of EDB cannot process the application in time.**

Points to Note for WebSAMS and Non-WebSAMS Schools

1. **All** items on the student must be entered except the following:

   (a)   When the student does not have a Chinese name, the corresponding boxes may be left blank;

   (b)   When the student has more than one kind of identity documents, the school needs to fill in **only** the number of **one identity document** in the following priority order:

   i.   Hong Kong Identity Card (HKIC);

   ii.   Hong Kong Birth Certificate (HKBC);

   iii.   Other Identity Document (Note: HKIC No. and HKBC No. **should not be** entered into this item).

   (c)   For the item "School Group", schools may leave it blank for reporting the student admission except for the following students:

   ・   For reporting new admission of students participating in the Secondary School Places Allocation System, i.e. all newly admitted P6 students and P5 students admitted after May.

2. For students who do not possess a HKBC, arrive from the Mainland and are admitted to the STIMS school for the first time, schools have to report their "Date of Entry from Mainland".

3. "1st Day of Attendance in current class" should be the first day when the student **attends** the school, but not the day when the school registered his/her admission. Schools should not submit Form C in the WebSAMS or eForm C before this day.   As the class start date is by default on 1 September each year, the first day of attendance should not be marked earlier than that date.   As the year-end date is by default on 15 July each year, the first day of attendance should not be marked beyond that date.

4. Never use Form C in the WebSAMS or eForm C to amend the student particulars. Schools need to report via Form D in the WebSAMS or eForm D.

5. **Never use a Form C in the WebSAMS or eForm C to report new admission of a student with an STRN**. Otherwise, it may create multiple records and STRNs for the same student, which will affect the accuracy of the information in the system and the normal operation of the system.   Schools should submit Form B in the WebSAMS or eForm B to report new admission of a student previously studied in a STIMS school.

6. Please ensure that the data input for the "Name", "Sex" and "Date of Birth" items tally with those listed on the original copy of the student's identity document. [Note: Schools need to check against the student's HKIC Card (or HKBC if the student has not yet had the HKIC). Only when the student does not possess these two documents, school may refer to his/her other identity documents.]

7. The Home District Council of the student is the district in which the student usually resides during the school days.   For the 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").

8. For all students who arrive from the mainland China and hold the **One-way Permit**, the school should report their "Date of Entry from Mainland".

9. When using Form C to report a student who is admitted to a school in Hong Kong for the first time (i.e. student not yet allocated with STRN), the school should report the HKBC No. or HKIC No. of the student concerned if he/she was **born in Hong Kong**. If he/she was **born in the Mainland**, the school should also report his/her Date of Entry from Mainland.

Form D/Ds: Report Amendment of Students' data

(List of Data to be reported in this Form is at Appendix 2)

The Function

This Form D/Ds in the WebSAMS or eForm D is used for reporting amendment of student particulars. They include:

· Class Level (in English)

· Class Name (**in English**)/Class Code

· Name in English & Chinese

· Sex

· Date of Birth

· HK Identity Card (HKIC) Number

· HK Birth Certificate (HKBC) Number

· Other Identity Document

· Home District Council

· 1st Day of Attendance in Current Class

· New Arrival Children from Mainland (Date of Entry from Mainland)

· Date of Transfer of Class

· Ethnicity

· Spoken Language at Home

Points to Note for WebSAMS and Non-WebSAMS Schools

1. Please only input data for the item(s) to be amended/reported except the Student Reference Number (STRN) which serves as the key for the student record. (For eForm D, the name of student should also be entered for verification purpose.)

2. "Other Identification Document" should not be a HKIC nor HKBC.

3. Please ensure that the data input for the "Name", "Sex" and "Date of Birth" items tally with those listed on the original copy of the student's identity document. [Note: Schools need to check against the student's HKIC (or HKBC if the student has not yet had the HKIC). Only when the student does not possess these two documents, school may refer to his other identity documents.]

4. **Under no circumstances should a school assign or amend the STRN of its student (**please refer to the paragraphs on STRN in the Introduction Section at the beginning of this guide). WebSAMS schools or non-WebSAMS schools should never assign or amend STRNs directly in their WebSAMS system or in the eForm without being informed by EDB. EDB system cannot capture any STRN not generated by the EDB system. Unmatched STRN will lead to failure of school allocation for the student concerned and implementation of Education Ordinance.

5. The Home District Council (DC) of the student is the district in which the student usually resides during the school days. For the 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").

6. For all students who arrive from the mainland China and hold the **One-way Permit**, the school should report their Date of Entry from Mainland. For new students without STRN, please report the data by using Form C in WebSAMS or eForm C during the Enrolment Survey; for new students with STRN, such as P1 students allocated to the school, please report promptly the data by using Form D/Ds in WebSAMS or eForm D after submitting the Enrolment Survey).

Points to Note for WebSAMS Schools

7. When a WebSAMS school is asked to send Form D to report amendment of students' data and no amendment of the data already captured in the WebSAMS is required, please use Form Ds to report these data to STIMS.

個人資料收集聲明
Personal Information Collection Statement

收集個人資料的目的
Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
   The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

   (a) 處理教育相關事宜，包括處理、核實、審核資格及查證各項補助和津貼，以及由教育局提供的教育服務的申請，和調查及跟進學生缺課 ／輟學及離校個案；
   Activities relating to education related matters, including processing, authentication and assessment on eligibility and counter-checking of the form for individual grant and subsidy as well as education service provided by the EDB, and investigating and following up student non-attendance / dropout and departure cases;

   (b) 就上文(a)項所述申請的處理、核實、審核資格及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
   Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the form mentioned in (a) above;

   (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及
   Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and

   (d) 編製統計資料、研究及政府刊物。
   Activities relating to compilation of statistics, research and Government publications.

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理有關表格。
   The provision of personal data required by this form and during the processing of this form is obligatory.   In the event that you do not provide those personal data, we may not be able to handle or further process the form.

3. 你提供的個人資料會供教育局人員取閱。除此之外,本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料:
The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

(a) 政府其他政策局及部門,以用於上文第1段所述的用途;
other Government bureau and departments for the purposes mentioned in paragraph 1 above;

(b) 與本表格相關的學校,以用於上文第1段所述的用途;
the school in which the form relates for the purposes mentioned in paragraph 1 above;

(c) 你曾就披露個人資料給予訂明同意;以及
where you have given your prescribed consent to such disclosure; and

(d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料
Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料,請以書面向以下人士提出:高級教育主任(學位分配)1(地址:九龍九龍塘沙福道19號教育局九龍塘教育服務中心西座平台學位分配組或電郵:sspaspa@edb.gov.hk)。
You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Senior Education Officer (School Places Allocation)1 at School Places Allocation Section, Education Bureau, Podium Floor, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon or email to sspaspa@edb.gov.hk.

須呈報的資料
Data to be Reported

Form E/eForm E
- Student Name (English)
- Sex
- Date of Birth (DD/MM/YYYY)
- Student Reference Number (STRN)
- Home District Council
- Ethnicity
- Spoken Language at Home
- Enrolled Class Level
- Enrolled Class Name
- Hong Kong Identity Card (HKIC) No
- Hong Kong Birth Cert (HKBC) No

- 學生姓名（英文）
- 性別
- 出生日期 (DD/MM/YYYY)
- 學生編號
- 家居區議會分區
- 種族
- 家庭常用語言
- 已編入班級
- 已編入班別
- 香港身份證號碼
- 香港出世紙號碼

Form A/Form As/eForm A
- STRN
- Student Name (English)
- Sex
- Date of Birth (DD/MM/YYYY)
- Class Level Last Attended
- Last Day of Attendance (DD/MM/YYYY)
- Leaving/Absence Reason
- Home Telephone
- SGO/SGT/SGP/Social Worker Case
- Parent/Guardian Name
- Relation
- Occupation
- Contact Telephone
- Mobile Telephone
- Student Home Address

- 學生編號
- 學生姓名 (英文)
- 性別
- 出生日期 (DD/MM/YYYY)
- 最後就讀班級
- 最後上課日期 (DD/MM/YYYY)
- 學生離校/缺課原因
- 住宅電話號碼
- 學生輔導主任／老師／人員或社工個案
- 家長／監護人姓名
- 關係
- 職業
- 聯絡電話
- 流動電話
- 學生住址

Form B/eForm B
- STRN
- Class Level
- Class Name (English)
- First Day of Attendance (DD/MM/YYYY)
- Home District Council
- Student Name
- School Group
- Ethnicity
- Spoken language at Home

- 學生編號
- 班級
- 班別名稱(英文)
- 首次上課日期(DD/MM/YYYY)
- 家居區議會分區
- 學生姓名
- 學校組別
- 種族
- 家庭常用語言

Form C/eForm C
- Student Name (English)
- Student Name (Chinese)
- Sex
- Date of Birth (DD/MM/YYYY)
- HKIC No
- HKBC No
- Other Identification Document (Type and No)
- Home District Council
- Ethnicity
- Spoken Language at Home
- Date of Entry from Mainland (DD/MM/YYYY)
- School Group
- Class Level
- Class Name (English)
- First Day of Attendance (DD/MM/YYYY)

- 學生姓名(英文)
- 學生姓名(中文)
- 性別
- 出生日期(DD/MM/YYYY)
- 香港身份證號碼
- 香港出世紙號碼
- 其他身份證明文件（種類和號碼）
- 家居區議會分區
- 種族
- 家庭常用語言
- 內地來港日期(DD/MM/YYYY)
- 學校組別
- 班級
- 班別名稱(英文)
- 首次上課日期(DD/MM/YYYY)

Form D/Form Ds/eForm D
- STRN
- Student Name – for verification purpose

- 學生編號
- 學生姓名

Only report the items below which need to be updated

只須呈報下列需要更改的資料

- Student Name (English)
- Student Name (Chinese)
- Sex
- Date of Birth (DD/MM/YYYY)
- Home District Council
- Date of Entry from Mainland (DD/MM/YYYY)
- HKIC No
- HKBC No
- Other Identification Document (Type and No)
- First Day of Attendance (DD/MM/YYYY)
- Date of Transfer (DD/MM/YYYY)
- Class Level
- Class Name (English)
- Ethnicity
- Spoken language at Home

- 學生姓名(英文)
- 學生姓名(中文)
- 性別
- 出生日期(DD/MM/YYYY)
- 家居區議會分區
- 內地來港日期(DD/MM/YYYY)
- 香港身份證號碼
- 香港出世紙號碼
- 其他身份證明文件（種類和號碼）
- 首次上課日期(DD/MM/YYYY)
- 轉班日期(DD/MM/YYYY)
- 班級
- 班別名稱(英文)
- 種族
- 家庭常用語言