**Annex 2**

To : SSDO

From : *(School Name)*

Contact Person : *(Contact person at school)*

Contact Phone No. : *(Phone no. of the contact person)*

☐ Secondary School ☐ Special School

☐ Primary School ☐ Kindergarten

Message: Please **fax** this proforma to the respective REO by close of play on the first date of resumption of classes.

**Report on students and school staff visited countries/ region with SARS cases during holidays/class suspension period**

| Name of Student/Staff (Chinese) | Name of Student/Staff (English) | Sex | For Student | | For Staff | | Period away from Hong Kong<br>From (date) to (date) | Countries/Region withSARS cases | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | Age | Level | Teaching | Non-Teaching | | | |
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