

申報學生缺課個案

操作手冊

非參與學生資料管理系統的學校

二零二四年 九月

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一、 關於本手冊

教育局致力確保學生接受教育的權利。為實現該目標，學校須嚴格遵守教育局的要求，向教育局申報所有年齡及班別的學生缺課個案。無論缺課原因為何，學校應在學生連續缺課的第七個上課日向教育局申報。

參與學生資料管理系統（STIMS）的學校會通過網上校管系統（WebSAMS），又或是學生資料管理系統（STIMS）的電子表格向教育局申報缺課個案。至於非參與學生資料管理系統（non-STIMS）的學校，則應該透過供非參與學生資料管理系統（non-STIMS）學校專用的電子表格 A 向教育局申報缺課個案。

本手冊旨在為非參與學生資料管理系統（non-STIMS）的學校在使用電子表格 A 申報缺課個案時提供參考。非參與教育局學生資料管理系統（non-STIMS）的國際、英基和私立學校的校內人員可參閱本手冊，熟悉電子平台的操作。

申報學生缺課個案涉及收集和使用學生和家長的個人資料。根據《個人資料（私隱）條例》的要求，學校向家長提供的「個人資料收集聲明」中必須包含適當的條款。本手冊的最後部分提供修訂學校的「個人資料收集聲明」以申報缺課個案的建議。

二、連續七日缺課的定義

學校必須嚴格遵守及早知會原則。無論缺課原因為何，學校應在學生連續缺課的第七個上課日向教育局申報。本局在此強調，「上課日」是指學校為學生點名的日子，無論學習活動是在校內還是校外舉行。一般情況下，週六和週日、學校特別假期、公眾假期、聖誕節和新年假期、復活節假期及暑期假期不計作上課日。申報的缺課必須是連續的，不能中斷。例如，學生缺課三天，然後上了一天課，再次缺課四天時學校並不需要申報。然而，學校應遵循既定機制，為經常間歇性缺課的學生提供支援。

三、 申報學生缺課個案的電子平台

步驟 1: 在 <https://clo.edb.gov.hk> 登入統一登入系統

1.1 登入

- (1) 輸入學校行政主戶用戶名稱及密碼登入系統。
- (2) 點擊「登入」按鈕。



1.2 進入電子表格 A

- (1) 點擊「調查及電子表格」。
- (2) 點擊「供非參與學生資料管理系統學校專用的電子表格 A」。



1.3 選擇學校

- (1) 選擇學校。
- (2) 點擊「進入」按鈕。

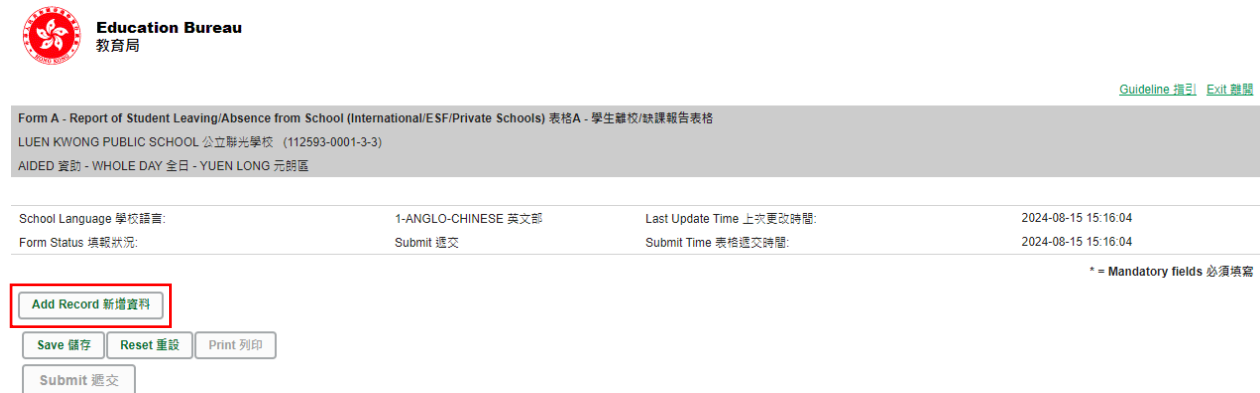
eForm A for non-STIMS Schools
供非參與學生資料管理系統學校專用的電子表格 A
edish01

Enter 進入 Logout eForm 登出電子表格

步驟 2: 為缺課學生新增記錄

2.1 新增資料

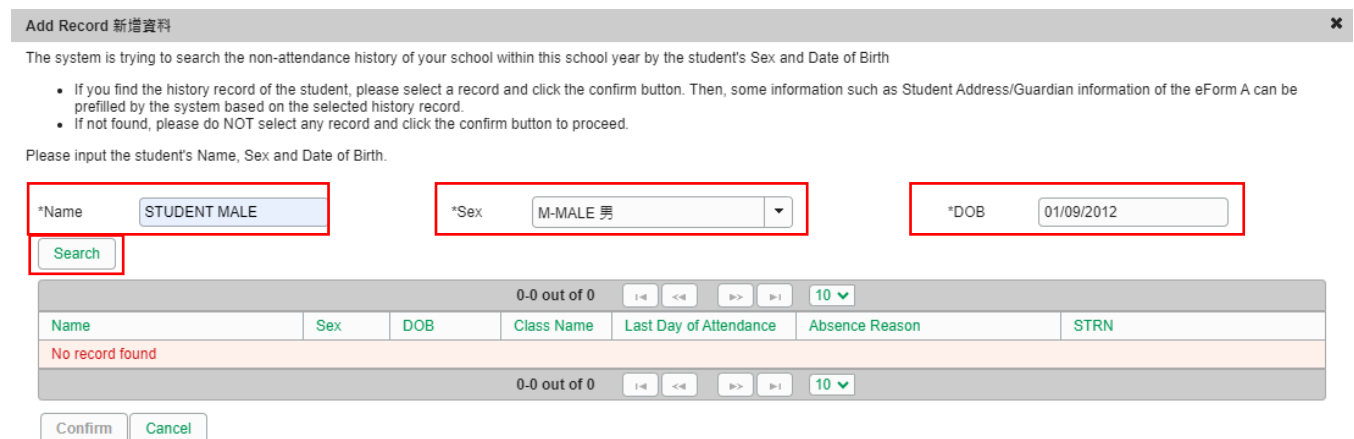
(1) 點擊「新增資料」按鈕。



The screenshot shows the Education Bureau portal. At the top left is the Education Bureau logo and name. On the right, there are links for 'Guideline 指引' and 'Exit 離開'. Below this is a header for 'Form A - Report of Student Leaving/Absence from School (International/ESF/Private Schools) 表格A - 學生離校/缺課報告表格'. The school information is: LUEN KWONG PUBLIC SCHOOL 公立聯光學校 (112593-001-3-3) and AIDED 資助 - WHOLE DAY 全日 - YUEN LONG 元朗區. A table shows 'School Language 學校語言: 1-ANGLO-CHINESE 英文部', 'Last Update Time 上次更改時間: 2024-08-15 15:16:04', 'Form Status 填報狀況: Submit 遞交', and 'Submit Time 表格遞交時間: 2024-08-15 15:16:04'. A note at the bottom right says '* = Mandatory fields 必須填寫'. In the center, there are buttons: 'Add Record 新增資料' (highlighted with a red box), 'Save 儲存', 'Reset 重設', 'Print 列印', and 'Submit 遞交'.

(2) 輸入學生的英文姓名(Name)、性別(Sex)及出生日期(DOB)。

(3) 點擊「搜尋(Search)」按鈕。



The screenshot shows the 'Add Record 新增資料' search form. It includes instructions: 'The system is trying to search the non-attendance history of your school within this school year by the student's Sex and Date of Birth' and two bullet points: 'If you find the history record of the student, please select a record and click the confirm button. Then, some information such as Student Address/Guardian information of the eForm A can be pre-filled by the system based on the selected history record.' and 'If not found, please do NOT select any record and click the confirm button to proceed.' Below the instructions, it says 'Please input the student's Name, Sex and Date of Birth.' There are three input fields: '*Name' with 'STUDENT MALE', '*Sex' with 'M-MALE 男', and '*DOB' with '01/09/2012'. A 'Search' button is highlighted with a red box. Below the search fields is a table with columns: Name, Sex, DOB, Class Name, Last Day of Attendance, Absence Reason, and STRN. The table shows '0-0 out of 0' records and 'No record found'. At the bottom, there are 'Confirm' and 'Cancel' buttons.

2.2 搜尋學生

2.2.1 情景(一)：有缺課個案記錄的學生

(1) 如過去曾為該學生申報缺課個案，過去的缺課個案記錄會列出。

Add Record 新增資料

The system is trying to search the non-attendance history of your school within this school year by the student's Sex and Date of Birth

- If you find the history record of the student, please select a record and click the confirm button. Then, some information such as Student Address/Guardian information of the eForm A can be pre-filled by the system based on the selected history record.
- If not found, please do NOT select any record and click the confirm button to proceed.

Please input the student's Name, Sex and Date of Birth.

*Name *Sex *DOB

| Name | Sex | DOB | Class Name | Last Day of Attendance | Absence Reason | STRN |
|--------------|-----|------------|------------|------------------------|--|------|
| STUDENT MALE | M | 01/09/2012 | 6A | 03/09/2024 | 51-NON-ATTENDANCE(WITH ACADEMIC DIFFICULTIES) 缺課 (因學習困難) | |

(2) 點選學生後，表格會用黃色標示。

(3) 按「確認(Confirm)」按鈕以繼續。

Add Record 新增資料

The system is trying to search the non-attendance history of your school within this school year by the student's Sex and Date of Birth

- If you find the history record of the student, please select a record and click the confirm button. Then, some information such as Student Address/Guardian information of the eForm A can be pre-filled by the system based on the selected history record.
- If not found, please do NOT select any record and click the confirm button to proceed.

Please input the student's Name, Sex and Date of Birth.

*Name *Sex *DOB

| Name | Sex | DOB | Class Name | Last Day of Attendance | Absence Reason | STRN |
|--------------|-----|------------|------------|------------------------|--|------|
| STUDENT MALE | M | 01/09/2012 | 6A | 03/09/2024 | 51-NON-ATTENDANCE(WITH ACADEMIC DIFFICULTIES) 缺課 (因學習困難) | |

2.2.2 情景(二)：沒有缺課個案記錄的學生

(1) 如未曾為該學生申報缺課個案，會顯示「未能找到記錄(No record found)」。

(2) 按「確認(Confirm)」按鈕以繼續。

Add Record 新增資料

The system is trying to search the non-attendance history of your school within this school year by the student's Sex and Date of Birth

- If you find the history record of the student, please select a record and click the confirm button. Then, some information such as Student Address/Guardian information of the eForm A can be pre-filled by the system based on the selected history record.
- If not found, please do NOT select any record and click the confirm button to proceed.

Please input the student's Name, Sex and Date of Birth.

*Name *Sex *DOB

| Name | Sex | DOB | Class Name | Last Day of Attendance | Absence Reason | STRN |
|-----------------|-----|-----|------------|------------------------|----------------|------|
| No record found | | | | | | |

步驟 3: 輸入資料 (標有「*」的項目為必須填寫項目)

3.1 填寫資料

(1) 電子表格 A 會顯示在步驟 2.1 (2) 輸入的學生姓名、性別及出生日期。

The screenshot shows the 'Student Particulars' form with a red box highlighting the following fields:

- *Student English Name as shown on identity document: STUDENT MALE
- *Sex 性別: M-MALE 男
- *Date of Birth 出生日期(dd/mm/yyyy): 01/09/2012

Other visible fields include:

- *Class Level (i) 班級: Please Select
- *Class Name 班別名稱: [Empty]
- *Last Day of Attendance 最後上課日期(dd/mm/yyyy): [Empty]
- *Absence Reasons 缺課原因: Please Select
- Remark 備註: [Empty]
- STRN (if any) 學生編號 (如有): [Empty]

Below these are sections for Parent/Guardian Information and Student Home Address, each with English and Chinese input fields.

* 當鼠標懸停在「班級」時，系統會顯示如何選擇班級的提示。

This screenshot shows a tooltip that appears over the 'Class Level' dropdown menu. The tooltip text reads:

Please choose a Class Level for your student. The 2 local class levels, namely "Primary" & "Secondary" with the approximate corresponding class level in international/ESF/private school is included for your reference. For instance, a student of Grade /Year 7 is normally a S.1 student.

(2) 填寫所有必須填寫項目(標有「*」的項目)。

(3) 按「儲存」按鈕。

1. Student Particulars 學生資料 Delete 刪除

*Student English Name as shown on Identity document 身份證明文件上的英文姓名 *Sex 性別 *Date of Birth 出生日期 (dd/mm/yyyy)

*Class Level (i) 班級 *Class Name 班別名稱 *Last Day of Attendance 最後上課日期(dd/mm/yyyy)

*Absence Reasons 缺課原因 Remark 備註

STRN (if any) 學生編號 (如有)

Parent/Guardian Information - Please fill in either Chinese or English (Required if Absence Reason is code 51-55, 57) 家長/監護人資料 - 只須填寫中文或英文 (必須 - 若缺課原因為代碼51-55, 57) Student Home Address - Please fill in either Chinese or English 學生住址 - 只須填寫中文或英文

| *Title 稱謂 <input type="text" value="Please Select"/> | | English 英文 | | Chinese 中文 | |
|--|--|----------------------|--------------------------|--|----------------------|
| *Parent/Guardian Name 家長/監護人姓名 | <input type="text" value="PARENT MALE"/> | <input type="text"/> | Flat 室 | <input type="text" value="01"/> | <input type="text"/> |
| Relation 關係 | <input type="text" value="Please Select"/> | <input type="text"/> | Floor 樓 | <input type="text" value="7"/> | <input type="text"/> |
| Occupation 職業 | <input type="text"/> | <input type="text"/> | Block 座 | <input type="text"/> | <input type="text"/> |
| *Daytime Telephone Number 聯拍電話 | <input type="text" value="12345678"/> | <input type="text"/> | Building 大廈名稱 | <input type="text" value="ABC BUILDING"/> | <input type="text"/> |
| Mobile Telephone 流動電話 | <input type="text"/> | <input type="text"/> | Estate/Village 屋村 | <input type="text" value="ABC ESTATE"/> | <input type="text"/> |
| Email 電郵 | <input type="text"/> | <input type="text"/> | Street/Street No. 街道名稱/號 | <input type="text"/> | <input type="text"/> |
| | | | District 地區 | <input type="text" value="R-SHA TIN 沙田區"/> | <input type="text"/> |

School Contact Person Information 個案聯絡人資料

| | | | | | |
|--|---|--|--|---|-----------------------------|
| *Title 稱謂 <input type="text" value="Mr."/> | *Case Contact Person 個案聯絡人 <input type="text" value="CHAN KA MAN"/> | Post 職銜 <input type="text" value="EXECUTIVE OFFICER"/> | Email 電郵 <input type="text" value="mrchan@abcschool.com"/> | *Contact Telephone 聯拍電話 <input type="text" value="87654321"/> | Fax 傳真 <input type="text"/> |
|--|---|--|--|---|-----------------------------|

Further Information 其他資料

*Current Location 現在地 in Hong Kong 在港 Not in Hong Kong 不在港 No Information 沒有資料

*Type of Leave 請假類型 Case Leave 病假 Sick Leave 病假 No Information 沒有資料

Period of Leave (if applicable) 休假期間 (如有) *From 由 (dd/mm/yyyy) To (if any) 至 (如有)

Supplementary Information (if any) 備註

Add Record 新增資料

Save 儲存 Reset 重設 Print 列印

Submit 遞交

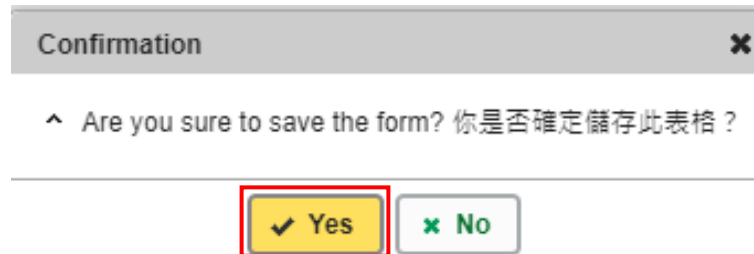
Add Record 新增資料

Save 儲存 Reset 重設 Print 列印

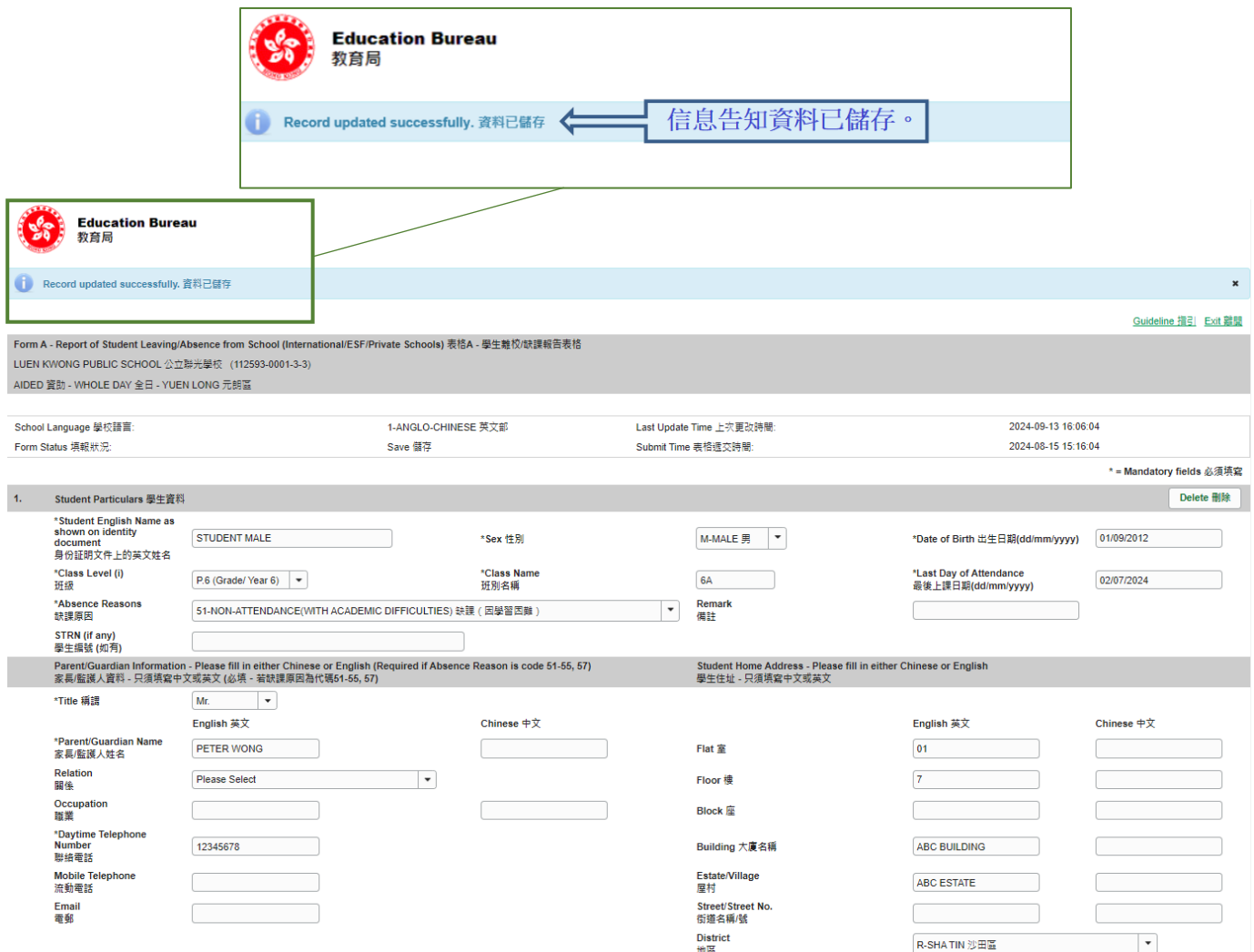
Submit 遞交

3.2 確認

- (1) 系統會彈出信息徵求用戶的確認。
- (2) 點擊「是(Yes)」以確認。



- (3) 注意頂部「資料已儲存」的確認信息。

A screenshot of the Education Bureau form. At the top, there is a blue banner with the Education Bureau logo and the text "Record updated successfully. 資料已儲存". A blue callout box with a white arrow points to this banner, containing the text "信息告知資料已儲存.". Below the banner, the form title is "Form A - Report of Student Leaving/Absence from School (International/ESF/Private Schools) 表格A - 學生離校/缺課報告表格". The form includes fields for School Language (1-ANGLO-CHINESE), Form Status (Save), Last Update Time (2024-09-13 16:06:04), and Submit Time (2024-08-15 15:16:04). The main section is titled "1. Student Particulars 學生資料" and contains fields for Student English Name (STUDENT MALE), Sex (M-MALE), Date of Birth (01/09/2012), Class Level (P.6), Class Name (6A), Last Day of Attendance (02/07/2024), Absence Reasons (51-NON-ATTENDANCE(WITH ACADEMIC DIFFICULTIES)), and STRN. Below this is the "Parent/Guardian Information" section, which includes fields for Title (Mr.), Parent/Guardian Name (PETER WONG), Relation (Please Select), Occupation, Daytime Telephone Number (12345678), Mobile Telephone, Email, and Student Home Address (Flat 01, Floor 7, Block 區, Building ABC BUILDING, Estate/Village ABC ESTATE, Street/Village No., District R-SHATIN).

步驟 4: 列印副本

4.1 列印副本

(1) 點擊「列印」按鈕列印副本，以作保存。

The screenshot shows a web form with several sections:

- Parent/Guardian Information**: Fields for Title (Mr.), Name (PETER WONG), Relation, Occupation, Daytime Telephone (12345678), Mobile Telephone, and Email.
- Student Home Address**: Fields for Flat No. (01), Floor (7), Block, Building (ABC BUILDING), Estate/Village (ABC ESTATE), Street/Street No., and District (R-SHA TIN).
- School Contact Person Information**: Fields for Title (Mr.), Name (CHAN KA MAN), Post (EXECUTIVE OFFICER), Email (mrchan@abcschool.com), Contact Telephone (87654321), and Fax.
- Further Information**: Radio buttons for Current Location (Not in Hong Kong selected), Type of Leave (Case Leave selected), and Period of Leave (10/09/2024).

At the bottom, there are buttons: Add Record (新增資料), Save (儲存), Reset (重設), **Print (列印)**, and Submit (遞交). The 'Print' button is highlighted with a red box. A larger inset box below shows the same buttons, with 'Print' and 'Submit' also highlighted.

* 請在列印設定中把配置設定為「橫向」，並點選「背景圖形」，否則列印時不能顯示完整的頁面。

列印

2 頁

The screenshot shows the print settings menu with the following options:

- 目的地: 另存為 PDF
- 縮放比例: 預設
- 網頁: 全部
- 選項: 頁首及頁尾
- 配置: **橫向** (highlighted in red)
- 背景圖形** (highlighted in red)

步驟 5: 遞交電子表格 A

5.1 遞交表格

(1) 點擊「遞交」按鈕以遞交電子表格 A 到教育局。

| Parent/Guardian Information - Please fill in either Chinese or English (Required if Absence Reason is code 51-55, 57) 家長/監護人資料 - 只須填寫中文或英文 (必須 - 當缺課原因為代碼51-55, 57) | | Student Home Address - Please fill in either Chinese or English 學生住址 - 只須填寫中文或英文 | | | |
|--|---------------|---|-----------------------------|--------------|------------|
| *Title 稱謂 | Mr | | | | |
| | English 英文 | Chinese 中文 | | English 英文 | Chinese 中文 |
| *Parent/Guardian Name 家長/監護人姓名 | PETER WONG | | Flat 室 | 01 | |
| Relation 關係 | Please Select | | Floor 樓 | 7 | |
| Occupation 職業 | | | Block 座 | | |
| *Daytime Telephone Number 聯絡電話 | 12345678 | | Building 大廈名稱 | ABC BUILDING | |
| Mobile Telephone 流動電話 | | | Estate/Village 屋村 | ABC ESTATE | |
| Email 電郵 | | | Street/Street No. 街道名稱/號 | | |
| | | | District 地區 | R-SHATIN 沙田區 | |

| School Contact Person Information 學校聯絡人資料 | | | | | |
|---|----------------------------|-------------------|----------------------|-------------------------|--------|
| *Title 稱謂 | *Case Contact Person 個案聯絡人 | Post 職銜 | Email 電郵 | *Contact Telephone 聯絡電話 | Fax 傳真 |
| Mr | CHAN KA MAN | EXECUTIVE OFFICER | mrchan@abcschool.com | 87654321 | |

| Further Information 其他資料 | |
|---|---|
| *Current Location 現在地 | <input type="radio"/> In Hong Kong 在港 <input checked="" type="radio"/> Not in Hong Kong 不在港 <input type="radio"/> No Information 沒有資料 |
| *Type of Leave 請假類型 | <input checked="" type="radio"/> Case Leave 事假 <input type="radio"/> Sick Leave 病假 <input type="radio"/> No Information 沒有資料 |
| Period of Leave (if applicable) 休假期間 (如有) | *From 由 (dd/mm/yyyy) 10/09/2024 To (if any) 至 (如有) |
| Supplementary Information (if any) 備註 | |

Add Record 新增資料

Save 儲存 Reset 重設 Print 列印

Submit 遞交

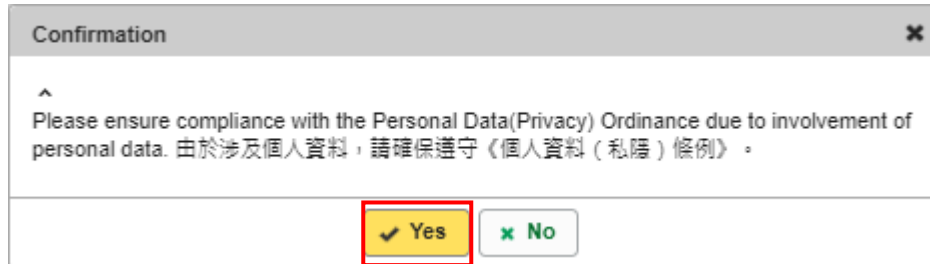
Add Record 新增資料

Save 儲存 Reset 重設 Print 列印

Submit 遞交

5.2 確認

- (1) 系統會彈出信息徵求用戶的確認。
- (2) 點擊「是(Yes)」以確認。



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The main text reads: "Please ensure compliance with the Personal Data(Privacy) Ordinance due to involvement of personal data. 由於涉及個人資料，請確保遵守《個人資料（私隱）條例》。" Below the text are two buttons: a green "Yes" button with a checkmark icon, which is highlighted with a red border, and a grey "No" button with an 'x' icon.

- (3) 注意頂部「資料已遞交」的確認信息。



The screenshot shows the Education Bureau submission interface. At the top, there is a header with the Education Bureau logo and name. A blue notification banner at the top center contains the message "Record submitted successfully. 資料已遞交" and "信息告知資料已遞交。" with an information icon and a left-pointing arrow. Below this, a smaller version of the notification banner is shown in a separate box. The main content area displays the form title "Form A - Report of Student Leaving/Absence from School (International/ESF/Private Schools) 表格A - 學生離校/缺課報告表格" and the school name "LUEN KWONG PUBLIC SCHOOL 公立聯光學校 (112593-0001-3-3)". A table below shows submission details:

| Field | Value |
|--------------------------|---------------------|
| School Language 學校語言: | 1-ANGLO-CHINESE 英文部 |
| Last Update Time 上次更改時間: | 2024-09-13 16:14:02 |
| Form Status 填報狀況: | Submit 遞交 |
| Submit Time 表格遞交時間: | 2024-09-13 16:14:02 |

At the bottom, there are buttons for "Add Record 新增資料", "Save 儲存", "Reset 重設", "Print 列印", and "Submit 遞交". A note at the bottom right states "* = Mandatory fields 必須填寫".

四、查詢及技術支援

有關供非參與學生資料管理系統學校專用的電子表格 A 的技術支援

求助台： 電話：3464 0594

有關統一登入系統（Common Log-On System）的技術支援

統一登入系統求助台： 電話：3464 0592 / 電郵：clo@edb.gov.hk

(請點擊 [常見問題](https://clo.edb.gov.hk/faqs) (https://clo.edb.gov.hk/faqs) 以作參考)

開設學校行政主戶（Master School Administrator）帳戶

電子化服務入門網站小組： 電話：3698 3640 / 電郵：eservices@edb.gov.hk

有關申報學生缺課個案的查詢

缺課個案專責小組： 電話：3698 4411

五、 個人資料收集聲明

為符合《個人資料（私隱）條例》的要求，建議在「個人資料收集聲明」內，明確包括使用個人資料進行調查學生缺課、離校或輟學個案為目的，並將教育局列為學校「個人資料收集聲明」中的轉移對象之一。