

Reporting Student Non-attendance

Operation Manual for Non-STIMS Schools

September 2024

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I. About this Manual

The Education Bureau (EDB) is dedicated to safeguarding students' right to education. To achieve this, schools have to follow strictly the requirements of reporting to the Education Bureau (EDB) all student non-attendance regardless of their age and class level. School should report the case without delay to EDB on the 7th day of the student's continuous absence disregard of the reasons for absence.

For schools participating in the Student Information Management System (STIMS), they report the non-attendance cases to the EDB through CloudSAMS or eForm for Student Information Management System (STIMS). For schools NOT participating in STIMS (non-STIMS schools), they should report the non-attendance cases to the EDB through an eForm A for non-STIMS Schools.

This operation manual aims to provide a step-by-step reference for the non-STIMS schools to report the non-attendance cases to the EDB via the eForm A for non-STIMS Schools. The target readers of this Operation Manual are the school personnel of non-STIMS schools, i.e., the International Schools, Private Schools, etc.

The reporting of student non-attendance involves collection and use of personal information of students and parents. In compliance with the Personal Data (Privacy) Ordinance, appropriate clauses must be included in the Personal Information Collection Statement provided by schools to parents. The last section of the manual offers a recommendation for modifying the school's Personal Information Collection Statement for reporting non-attendance.

II. Definition of 7th Day of Continuous Absence

Schools must strictly adhere to the Early Notification Principle. School must report to the EDB students' non-attendance cases on the 7th school day of students' continuous absence, regardless of the reasons. "Day" refers to a school day when attendance is taken, be the activity held within or outside of school campus. That is to say, normally Saturday and Sunday, school special holidays, public holidays, Christmas and New Year holidays, Easter holidays and summer holidays are not counted as school days. Absence must be continuous without interruptions. For example, a student is absent for 3 days, then attends classes for a day, and is absent again for 4 days. In that case, school does not require reporting student non-attendance to EDB. However, schools should follow established mechanism to provide support to students with frequent intermittent absence.

III. The e-Platform for reporting student non-attendance Cases

Step 1: Visit Common Log-On System at <https://clo.edb.gov.hk>

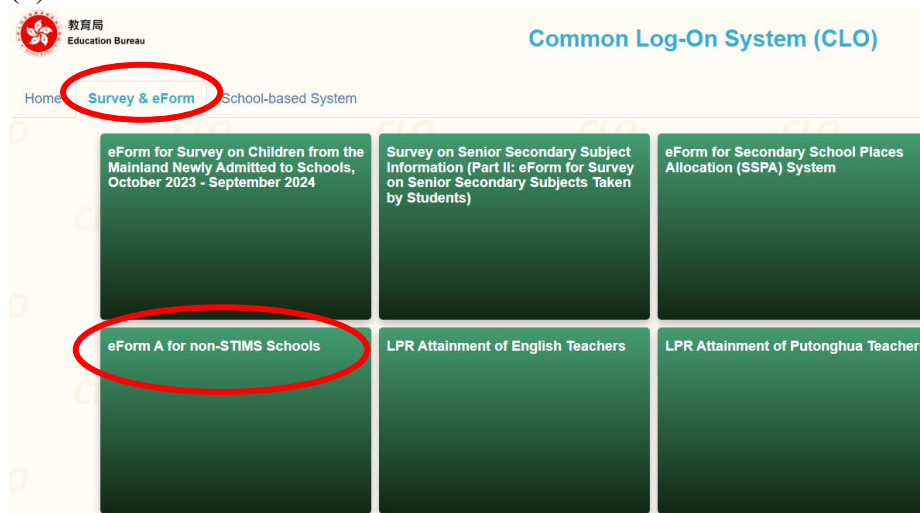
1.1 Log-in

- (1) Enter username and password of Master School Administrator (MSA) account.
- (2) Click <Logon> button.



1.2 Go to eForm A

- (1) Click “Survey & eForm”.
- (2) Click “eForm A for non-STIMS Schools”.



1.3 Select the school

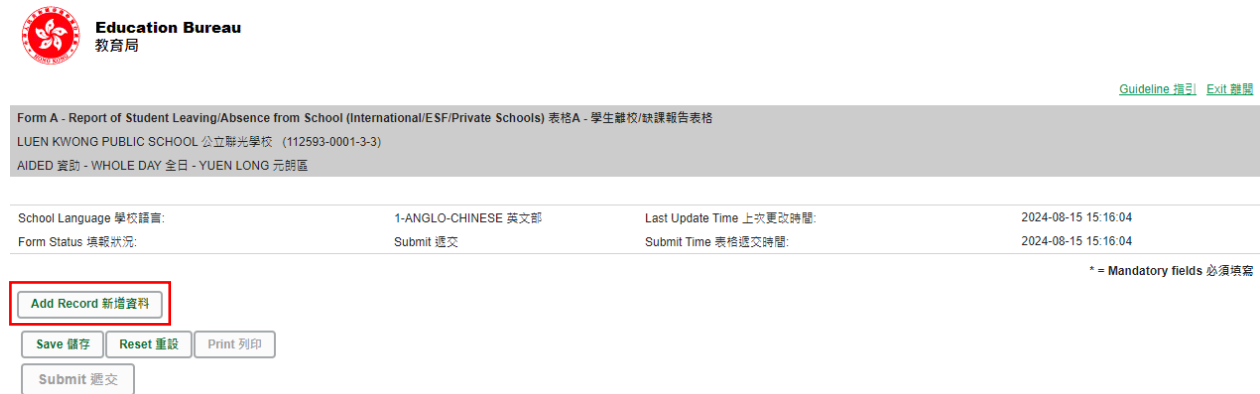
- (1) Select your school.
- (2) Click <Enter> button.

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

Step 2: Add a record of an absentee

2.1 Add new record

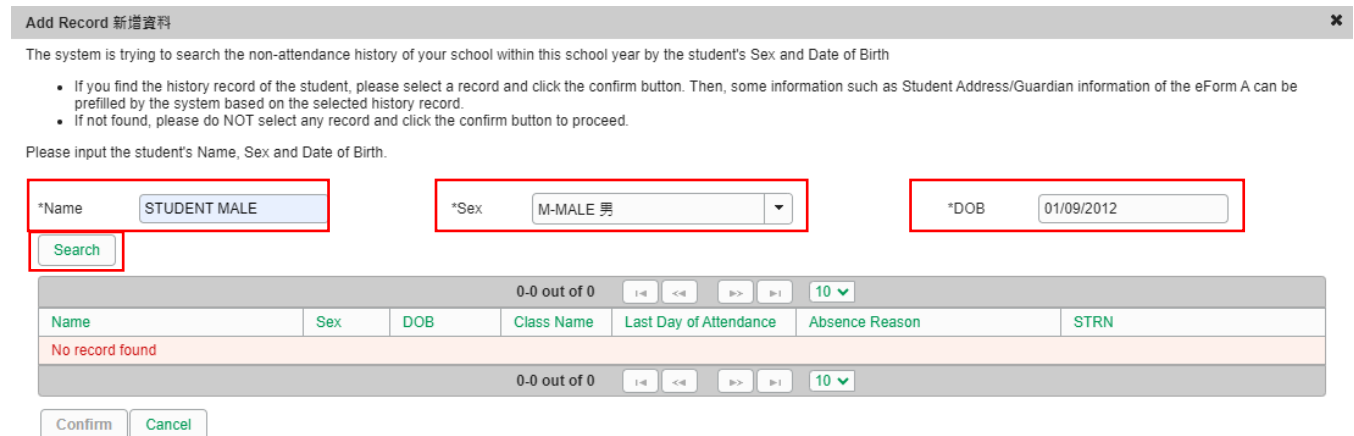
(1) Click the <Add Record> button.



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'. The 'Add Record 新增資料' button is highlighted with a red box.

(2) Input the “Name”, “Sex” & “DOB” of the student.

(3) Click <Search> button.



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 prefilled 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.' The form has three input fields: '*Name' with 'STUDENT MALE', '*Sex' with 'M-MALE 男', and '*DOB' with '01/09/2012'. The 'Search' button is highlighted with a red box. Below the form 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'. There are navigation buttons and a 'Confirm' button at the bottom.

2.2 Searching student

2.2.1 Scenario one: Student with past non-attendance record

(1) Student's past record will be shown if student's non-attendance has been reported before.

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) Select the student and the table will be highlighted in yellow.

(3) Click <Confirm> button to continue.

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 Scenario two: Student without past non-attendance record

(1) "No record found" will be shown if the student does not have non-attendance record.

(2) Click <Confirm> button to continue.

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						

Step 3: Data Entry (Fields marked with “*” are mandatory fields)

3.1 Enter information

(1) “Name”, “Sex” and “DOB” entered in 2.1(2) above are shown in the eForm A.

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 (必填 - 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

English 英文	Chinese 中文	English 英文	Chinese 中文
*Parent/Guardian Name 家長/監護人姓名 <input type="text"/>	<input type="text"/>	Flat 室 <input type="text"/>	<input type="text"/>
Relation 關係 <input type="text" value="Please Select"/>		Floor 樓 <input type="text"/>	<input type="text"/>
Occupation 職業 <input type="text"/>	<input type="text"/>	Block 座 <input type="text"/>	<input type="text"/>
*Daytime Telephone Number 聯絡電話 <input type="text"/>		Building 大廈名稱 <input type="text"/>	<input type="text"/>
Mobile Telephone 流動電話 <input type="text"/>		Estate/Village 屋村 <input type="text"/>	<input type="text"/>
Email 電郵 <input type="text"/>		Street/Street No. 街道名稱/號 <input type="text"/>	<input type="text"/>
		District 地區 <input type="text" value="Please Select"/>	<input type="text"/>

School Contact Person Information 個案聯絡人資料

*Title 稱謂

*Case Contact Person 個案聯絡人 Post 樓層 Email 電郵 *Contact Telephone 聯絡電話 Fax 傳真

Further Information 其他資料

*Current Location 所在地 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 事假 Sick Leave 病假 No Information 沒有資料

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

Supplementary Information (if any) 備註

* A reminder about how to select class level will be shown when the mouse pointer hovers over the “Class Level (i)”.

Student Particulars 學生資料

*Student English Name as shown on identity document 身份證明文件上的英文姓名 *Se

*Class Level (i) 班級 *Cl 班級

*Absence Reasons 缺課原因

STRN (if any)

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) Fill in all mandatory fields (Fields marked with “ * ”).

(3) Press <Save> button.

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: STUDENT MALE *Sex 性別: M-MALE 男 *Date of Birth 出生日期 (dd/mm/yyyy): 01/09/2012

*Class Level (i) 班級: P.6 (Grade/ Year 6) *Class Name 班別名稱: 6A *Last Day of Attendance 最後上課日期(dd/mm/yyyy): 02/07/2024

*Absence Reasons 缺課原因: 51-NON-ATTENDANCE(WITH ACADEMIC DIFFICULTIES) 缺課 (因學習困難) 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 (必填 - 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	English 英文	Chinese 中文	English 英文	Chinese 中文
*Parent/Guardian Name 家長/監護人姓名	PARENT MALE	<input type="text"/>	Flat 室	01
Relation 關係	Please Select	<input type="text"/>	Floor 樓	7
Occupation 職業	<input type="text"/>	<input type="text"/>	Block 座	<input type="text"/>
*Daytime Telephone Number 聯絡電話	12345678	<input type="text"/>	Building 大廈名稱	ABC BUILDING
Mobile Telephone 流動電話	<input type="text"/>	<input type="text"/>	Estate/Village 屋村	ABC ESTATE
Email 電郵	<input type="text"/>	<input type="text"/>	Street/Street No. 街道名稱/號	<input type="text"/>
			District 地區	R-SHA TIN 沙田區

School Contact Person Information 個案聯絡人資料

*Title 稱謂: Mr. *Case Contact Person 個案聯絡人: CHAN KA MAN Post 職銜: EXECUTIVE OFFICER Email 電郵: mrchan@abcschool.com *Contact Telephone 聯絡電話: 87654321 Fax 傳真:

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 事假 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) 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

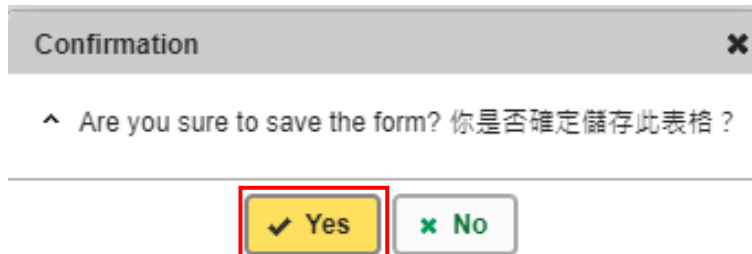
Add Record 新增資料

Save 儲存 Reset 重設 Print 列印

Submit 遞交

3.2 Confirmation

- (1) The system will pop up a message to seek user's confirmation.
- (2) Press <Yes> to confirm.



- (3) Note the message at the top confirming the saving of the record.

The screenshot displays the Education Bureau's 'Form A - Report of Student Leaving/Absence from School' interface. At the top, a blue notification banner reads 'Record updated successfully. 資料已儲存' with an information icon on the left and a 'Notify successful saving' label with an arrow pointing to the message on the right. Below this, a smaller version of the same notification is shown in a separate box. The main form area includes a header with the school name 'LUEN KWONG PUBLIC SCHOOL' and the title 'Form A - Report of Student Leaving/Absence from School'. A table below the header shows metadata such as 'School Language', 'Form Status', 'Last Update Time', and 'Submit Time'. The main content is divided into sections: '1. Student Particulars' with fields for student name, sex, date of birth, class level, and absence reasons; and 'Parent/Guardian Information' with fields for parent name, relation, occupation, and contact details, alongside 'Student Home Address' fields for flat, floor, block, building, estate, street, and district.

Step 4: Print a copy

4.1 Print the copy

(1) Click the <Print> button to have a copy for filing purpose.

The screenshot shows a web form with the following sections:

- Parent/Guardian Information**: Fields for Title (Mr.), Name (PETER WONG), Relation (Please Select), Occupation, Daytime Telephone (12345678), Mobile Telephone, and Email.
- Student Home Address**: Fields for Flat No. (01), Floor (7), Block, Building Name (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 (in Hong Kong, Not in Hong Kong, No Information) and Type of Leave (Case Leave, Sick Leave, No Information). Includes a date range for the leave period and a supplementary information field.

In the 'Further Information' section, a green box highlights the 'Add Record', 'Save', 'Reset', and 'Print' buttons. A red box highlights the 'Print' button. A larger red box highlights the 'Print' button in a larger view below.

* Please set the layout as “Landscape” and select “Background graphics” in Print setting.

Otherwise, the page may not display properly.

The screenshot shows the print settings dialog box with the following options:

- Print 2 pages
- Destination: Save as PDF
- Scale: Default
- Pages: All
- Options: Headers and footers (checked), Background graphics (checked)
- Layout: Landscape

The 'Layout' dropdown and the 'Background graphics' checkbox are highlighted with red boxes.

Step 5: Submit the eForm A

5.1 Submit the form

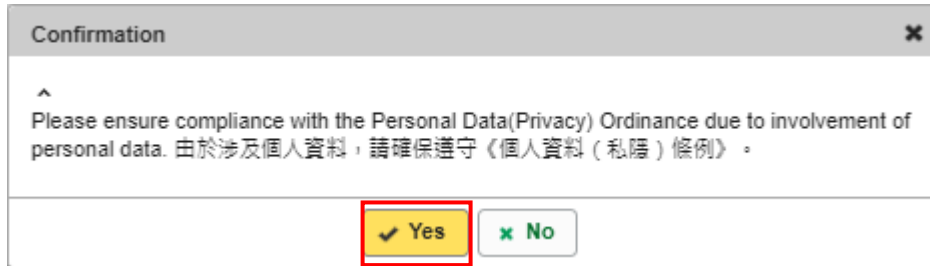
(1) Click the <Submit> button to send the eForm A to the EDB.

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 (必需 - 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 Mr.			
*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 Mr.	*Case Contact Person 個案聯絡人 CHAN KA MAN	Post 職銜 EXECUTIVE OFFICER	Email 電郵 mrchan@abcschool.com
		*Contact Telephone 聯絡電話 87654321	Fax 傳真
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			



5.2 Confirmation

- (1) The system will pop up a message to seek user's confirmation.
- (2) Press <Yes> to confirm.



- (3) Note the message “Record submitted successfully” on top of the screen.



The screenshot shows the Education Bureau system interface. At the top, there is a header with the Education Bureau logo and name. Below the header, a blue notification bar displays the message "Record submitted successfully. 資料已遞交" with an information icon (i) on the left and a "Notify successful submission" button on the right. A callout box points to this notification bar. Below the notification bar, there is a table with the following data:

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

Below the table, there are several buttons: "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".

IV. Enquiries & Technical Support

Technical Support related to eForm A for Non-STIMS Schools

Helpdesk : Tel: 3464 0594

Technical Support related to Common Log-On System (CLO)

CLO Helpdesk : Tel: 3464 0592 / Email: clo@edb.gov.hk.

(Please click [FAQs](https://clo.edb.gov.hk/faqs) (https://clo.edb.gov.hk/faqs) for reference)

Creating a Master School Administrator (MSA) Account

e-Services Team : Tel: 3698 3640 / Email: eservices@edb.gov.hk

Enquiries related to reporting of student non-attendance

Non-attendance Cases Team : Tel: 3698 4411

V. The Personal Information Collection Statement

To comply with the Personal Data (Privacy) Ordinance (the “PDPO”), it is recommended to state explicitly that the purpose of collection is for investigation and follow-up of non-attendance cases and that the EDB is named as one of the classes of transferees in school’s Personal Information Collection Statement.