

Education Bureau

Registration for Placement Assistance Services

(I) Note to Parents / Guardians

Registration

1. Parents / guardians may register our service for eligible children through one of the following means:
 - (a) Bring along the required documents mentioned below to register with the nearby Regional Education Office (REO) of the Education Bureau (EDB). For cases concerning newly arrived children, parents / guardians should also bring along their children for registration;
 - (b) Submit the completed registration form and the required documents by post to the nearby REO and specify “Registration for Placement Assistance Services” on the envelope. If by post, the postmark date on the envelope will be regarded as the date of submission of registration. To avoid delayed or unsuccessful delivery of registration, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate; or
 - (c) Submit the completed registration form and the required documents by email or fax to the nearby REO.
2. For parents / guardians submitting their registration by post, email or fax, the EDB would contact parents / guardians via phone within five working days upon receipt of the registration documents and request them to bring along the original copies of the required documents (and their children for cases concerning newly arrived children) to visit the respective REO for verification. If parents/ guardians do not receive our phone call after five working days, please contact the nearby REO for follow up.
3. Parents / guardians could only register for their children with the residential address once. The EDB will not process the duplicated registration.
4. Save for school-attending children who cannot continue their studies in the original schools for reasons such as moving houses, the EDB will not accept registration of children who have been allocated a school place under the School Places Allocation Systems or are studying at a government or aided school.

Required Documents

5. When submitting the registration, parents / guardians should attach photocopies of their children’s identity documents, proof of attained academic qualifications and proof of residential address. Parents / guardians registering in person should also bring along the original copies.
6. Proof of residential address that REOs accept includes, but not limited to, stamped tenancy agreement, demand note for rates, public housing tenancy agreement or water / electricity / town gas / residential telephone bills. The proof of residential address should bear the name of the parent / guardian, the issuing date and the name of issuing organisation. If parents / guardians cannot provide the above acceptable proof of residential address, the EDB may request parents / guardians to make sworn declaration at the respective REOs or provide supplementary documents as further proof of the child’s residential address.

Enquiries

7. For enquiries concerning REO’s placement assistance services, please contact the nearby REO.

REO	Address	Tel. No.	Fax No.	Email Address
Hong Kong REO	3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong	2863 4646	2865 0658	hkreo@edb.gov.hk
Kowloon REO	Podium-1/F, East Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon	3698 4108	2770 2012	kreo@edb.gov.hk
New Territories East REO	22nd Floor, Landmark North, 39 Lung Sum Avenue, Sheung Shui, NT	2639 4876	2672 0357	ntereo@edb.gov.hk
New Territories West REO	19th Floor, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, NT	2437 7272	2416 2750	ntwreo@edb.gov.hk

Registration for Placement Assistance Services

(for school-attending children in HK finding a new school)

For EDB's use

District: _____

Level: _____

(II) Student's Particulars

1. Name: _____ 2. Sex: Male / Female*
3. Date of Birth: _____ (dd/mm/yyyy) (Age: _____)
4. Address (HK): _____
5. Last School Attended: _____
6. Highest Level Attended: _____ 7. School Level Applied for: _____
8. Time of Enrolment Applied for[^]: 20 ____ - 20 ____ School Year First / Second * Term
9. Reason(s) for Applying for School Place: _____

10a. Placement for schools in Tai Po District or North District –

Please also advise if placement in the following district(s) is agreeable. Please rank (1-4) in order of preference should you choose more than one district. Parents / guardians should consider the transportation arrangement for travelling to and from school.

_____ Sha Tin District (including Ma On Shan) _____ Yuen Long District
_____ Tuen Mun District _____ Kwai Chung & Tsing Yi District

10b. Placement for schools in Tsuen Wan District –

Please advise if placement in Kwai Chung & Tsing Yi District is agreeable. Parents / guardians should consider the transportation arrangement for travelling to and from school. Agree / Disagree *

11. Parent / Guardian's* Name: _____ 12. Relationship with the Student: _____
(Should be the same as the one on the proof of residential address) (e.g. father, mother or guardian)
13. Contact Tel. No.: (1) _____ (2) _____

I have read and understood the attached “Note to Parents / Guardians” and “Personal Information Collection Statement”.

14. Parent / Guardian's* Signature: _____ 15. Date of Registration: _____
16. Remarks: _____

* Please delete as appropriate. ^ The actual time of enrolment is subject to the arrangements of individual schools.

(III) For EDB's use

Documents verified on: _____

Name of school(s) referred

Date

- (i) _____
- (ii) _____
- (iii) _____

Name and Post of EDB Staff: _____

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of application for individual grant and subsidy as well as education service provided by the EDB;
 - (b) 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 application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and
 - (d) Activities relating to compilation of statistics, research and Government publications.
2. 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 application.

Classes of Transferees

3. 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) other Government bureau and departments, including the Immigration Department, for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. 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 the School Development Officer of the respective Regional Education Office.