

申报学生缺课个案

操作手册

非参与学生资料管理系统的学校

二零二四年 九月

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一、 关于本手册

教育局致力确保学生接受教育的权利。为实现该目标，学校须严格遵守教育局的要求，向教育局申报所有年龄及班别的学生缺课个案。无论缺课原因为何，学校应在学生连续缺课的第七个上课日向教育局申报。

参与学生资料管理系统（**STIMS**）的学校会通过云端校管系统（**CloudSAMS**），又或是学生资料管理系统（**STIMS**）的电子表格向教育局申报缺课个案。至于非参与学生资料管理系统（**non-STIMS**）的学校，则应该透过供非参与学生资料管理系统（**non-STIMS**）学校专用的电子表格 **A** 向教育局申报缺课个案。

本手册旨在为非参与学生资料管理系统（**non-STIMS**）的学校在使用电子表格 **A** 申报缺课个案时提供参考。非参与教育局学生资料管理系统（**non-STIMS**）的国际、英基和私立学校的校内人员可参阅本手册，熟悉电子平台的操作。

申报学生缺课个案涉及收集和使用学生和家长的个人资料。根据《个人资料（私隐）条例》的要求，学校向家长提供的「个人资料收集声明」中必须包含适当的条款。本手册的最后部分提供修订学校的「个人资料收集声明」以申报缺课个案的建议。

二、 连续七日缺课的定义

学校必须严格遵守及早知会原则。无论缺课原因为何，学校应在学生连续缺课的第七个上课日向教育局申报。本局在此强调，「上课日」是指学校为学生点名的日子，无论学习活动是在校内还是校外举行。一般情况下，周六和周日、学校特别假期、公众假期、圣诞节和新年假期、复活节假期及暑期假期不计作上课日。申报的缺课必须是连续的，不能中断。例如，学生缺课三天，然后上了一天课，再次缺课四天时学校并不需要申报。然而，学校应遵循既定机制，为经常间歇性缺课的学生提供支援。

三、 申报学生缺课个案的电子平台

步骤 1: 在 <https://clo.edb.gov.hk> 登入统一登入系统

1.1 登入

- (1) 输入学校行政主户用户名称及密码登入系统。
- (2) 点击「登入」按钮。



1.2 进入电子表格 A

- (1) 点击「调查及电子表格」。
- (2) 点击「供非参与学生资料管理系统学校专用的电子表格 A」。



1.3 选择学校

- (1) 选择学校。
- (2) 点击「进入」按钮。

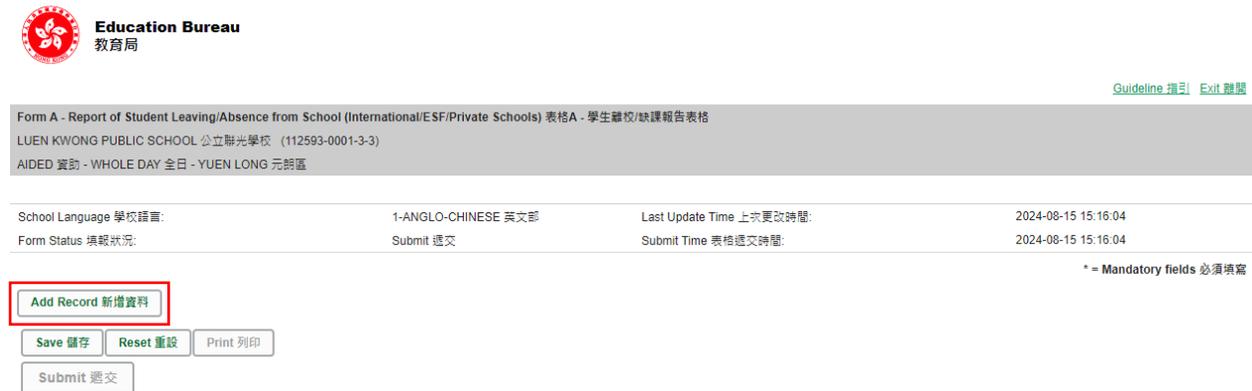
eForm A for non-STIMS Schools
供非參與學生資料管理系統學校專用的電子表格 A
edish01

[Enter 進入](#) [Logout eForm 登出電子表格](#)

步骤 2: 为缺课学生新增记录

2.1 新增资料

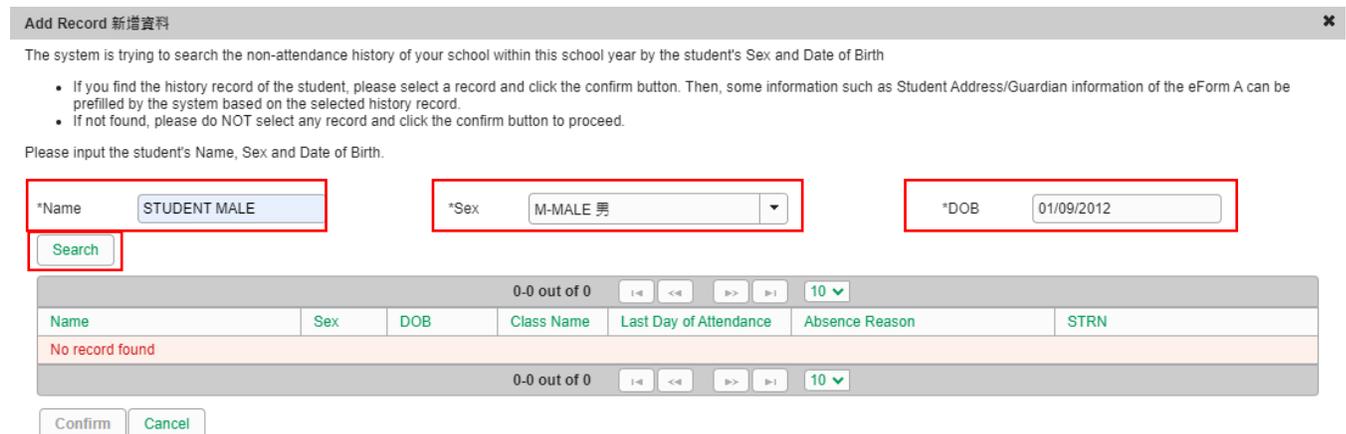
(1) 点击「新增资料」按钮。



The screenshot shows the Education Bureau portal for Form A - Report of Student Leaving/Absence from School. The page header includes the Education Bureau logo and name. Below the header, there is a navigation bar with links for 'Guideline 指引' and 'Exit 離開'. The main content area displays the form title and school information: '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 the current form status: School Language (1-ANGLO-CHINESE 英文部), Last Update Time (2024-08-15 15:16:04), Form Status (填寫狀況), and Submit Time (2024-08-15 15:16:04). A red box highlights the 'Add Record 新增資料' button. Other buttons include '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'.

(2) 输入学生的英文姓名(Name)、性别(Sex)及出生日期(DOB)。

(3) 点击「搜寻(Search)」按钮。



The screenshot shows the 'Add Record 新增資料' search interface. The system is trying to search the non-attendance history of the school within this school year by the student's Sex and Date of Birth. Instructions state: '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.' The user is prompted to input the student's Name, Sex, and Date of Birth. The search fields are: '*Name' (STUDENT MALE), '*Sex' (M-MALE 男), and '*DOB' (01/09/2012). A red box highlights the 'Search' button. 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'. A red box highlights the 'Search' button. Below the table are 'Confirm' and 'Cancel' buttons.

2.2 搜寻学生

2.2.1 情景(一)：有缺课个案记录的学生

(1) 如过去曾为该学生申报缺课个案，过去的缺课个案记录会列出。

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) 点选学生后，表格会用黄色标示。

(3) 按「确认(Confirm)」按钮以继续。

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)：没有缺课个案记录的学生

(1) 如未曾为该学生申报缺课个案，会显示「未能找到记录(No record found)」。

(2) 按「确认(Confirm)」按钮以继续。

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						

步骤 3: 输入资料 (标有「*」的项目为必须填写项目)

3.1 填写资料

(1) 电子表格 A 会显示在步骤 2.1 (2) 输入的学生姓名、性别及出生日期。

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	Please Select	*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	Please Select	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	Please Select				
*Parent/Guardian Name 家長/監護人姓名	English 英文	Chinese 中文	Flat 座	English 英文	Chinese 中文
Relation 關係	Please Select		Floor 樓		
Occupation 職業			Block 座		
*Daytime Telephone Number 聯絡電話			Building 大廈名稱		
Mobile Telephone 流動電話			Estate/Village 屋村		
Email 電郵			Street/Street No. 街道名稱/號		
			District 地區	Please Select	
School Contact Person Information 個案聯絡人資料					
*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
Please Select					
Further Information 其他資料					
*Current Location 現在地	<input type="radio"/> in Hong Kong 在港 <input 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 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)		To (if any) 至 (如有)		
Supplementary Information (if any) 備註					

* 当鼠标悬停在「班级」时，系统会显示如何选择班级的提示。

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	STUDENT MALE
*Class Level (i) 班級	Please Select
*Absence Reasons 缺課原因	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.
STRN (if any)	

(2) 填写所有必须填写项目(标有「*」的项目)。

(3) 按「储存」按钮。

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: Please Select

English 英文		Chinese 中文	
*Parent/Guardian Name 家長/監護人姓名: PARENT MALE		Flat 室: 01	
Relation 關係: Please Select		Floor 樓: 7	
Occupation 職業:		Block 座:	
*Daytime Telephone Number 聯拍電話: 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-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 聯拍電話: 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 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): 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

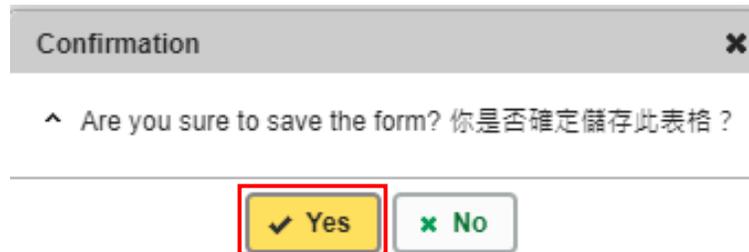
Add Record 新增資料

Save 儲存 Reset 重設 Print 列印

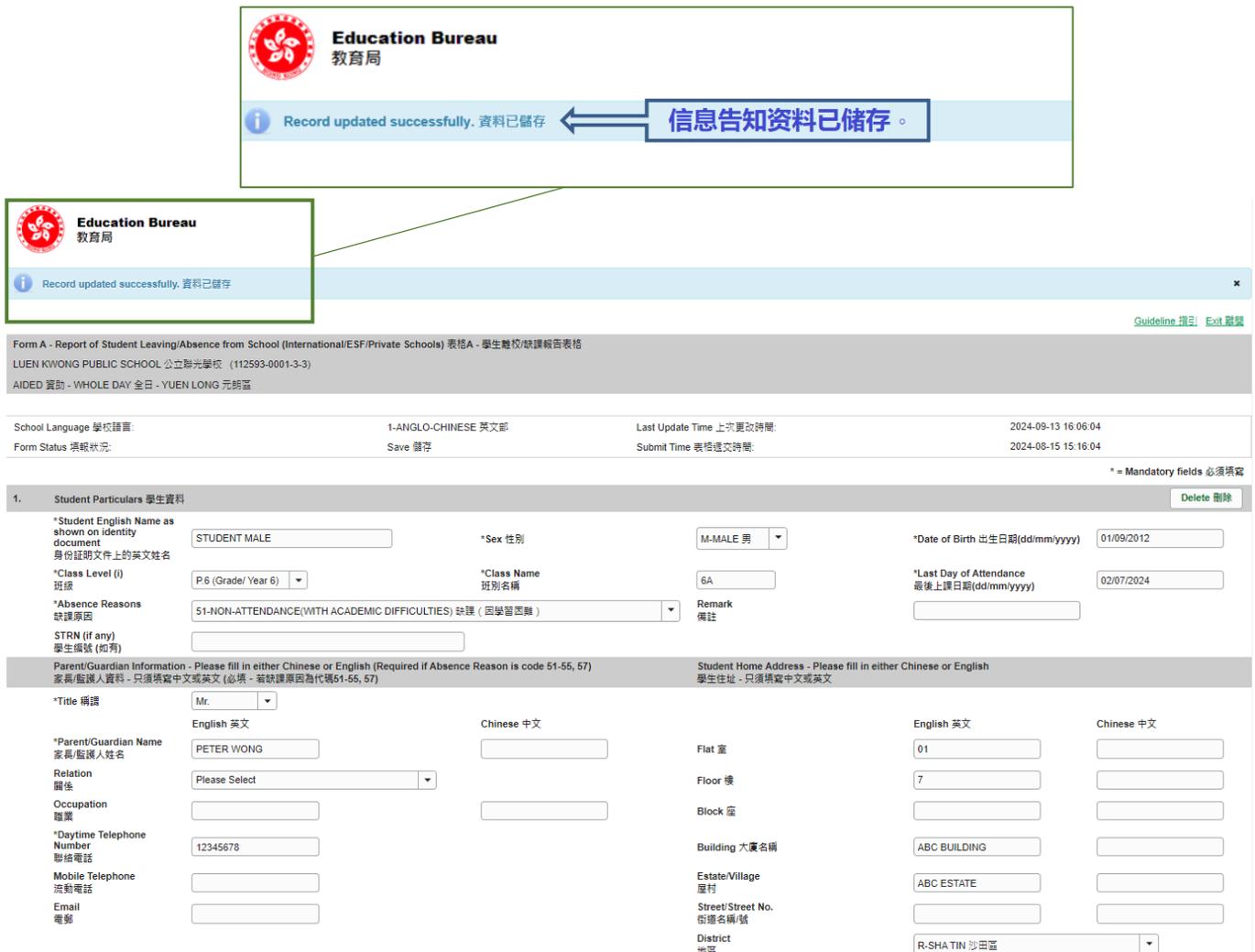
Submit 遞交

3.2 确认

- (1) 系统会弹出信息征求用户的确认。
- (2) 点击「是(Yes)」以确认。



- (3) 注意顶部「资料已储存」的确认信息。

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 box with a white arrow points to this banner, containing the text "信息告知资料已儲存". Below this is the main form area, which includes a header with the Education Bureau logo and name, a "Guideline" link, and a "Exit" button. The form content includes a 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", school information for LUEN KWONG PUBLIC SCHOOL, and a table for "1. Student Particulars 學生資料". The table has columns for English and Chinese names, sex, class level, class name, date of birth, and date of last attendance. Below the table is a section for "Parent/Guardian Information" with fields for title, name, relation, occupation, and contact information, as well as "Student Home Address" fields for flat, floor, block, building, estate, street, and district.

步驟 4: 列印副本

4.1 列印副本

(1) 点击「列印」按钮列印副本，以作保存。

The screenshot shows a web form with two main sections: 'Parent/Guardian Information' and 'Student Home Address'. The 'Parent/Guardian Information' section includes fields for title, name, relation, occupation, and telephone numbers. The 'Student Home Address' section includes fields for flat number, floor, block, building name, estate/village, street number, and district. Below these sections is the 'School Contact Person Information' and 'Further Information' sections. The 'Print' button is highlighted with a red box. A callout box shows a larger view of the 'Print' button, along with other buttons: 'Add Record 新增資料', 'Save 儲存', 'Reset 重設', and 'Submit 遞交'.

* 请在列印设定中把配置设定为「橫向」，并点选「背景图形」，否则列印时不能显示完整的页面。

列印

2 頁

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

背景图形

步骤 5: 递交电子表格 A

5.1 递交表格

(1) 点击「递交」按钮以递交电子表格 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 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

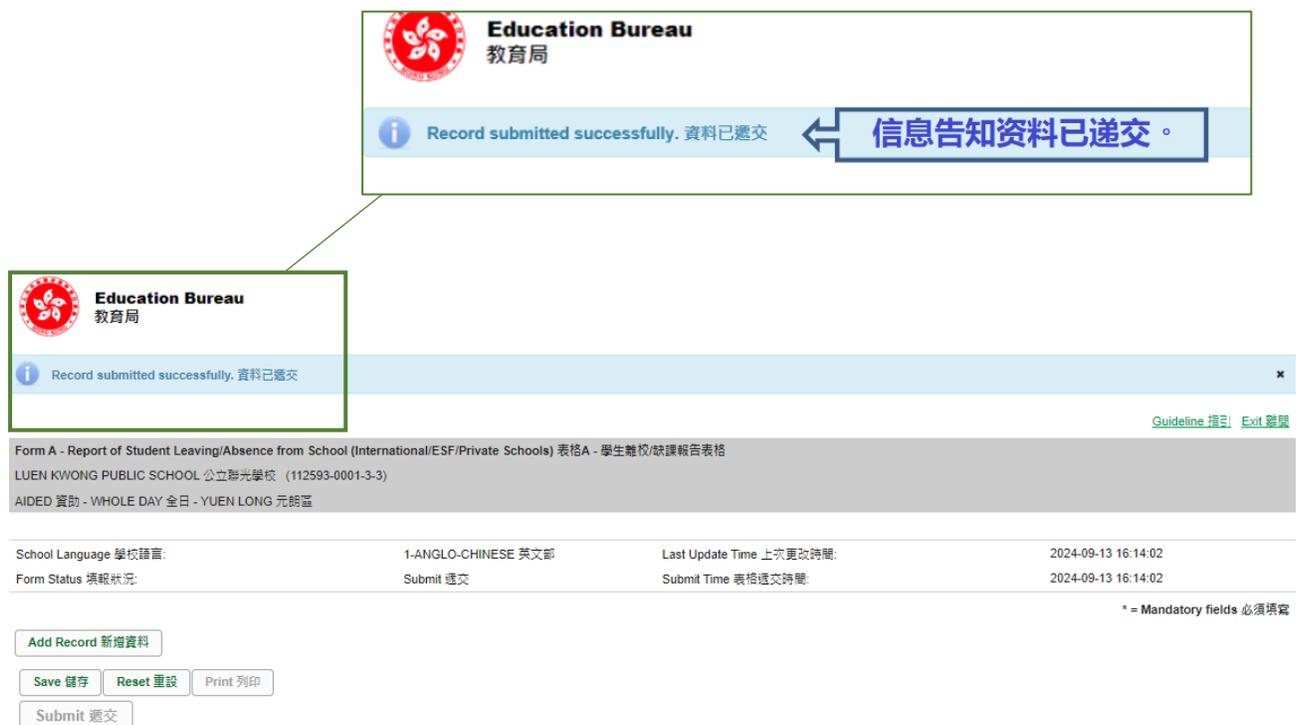


5.2 确认

- (1) 系统会弹出信息征求用户的确认。
- (2) 点击「是(Yes)」以确认。



- (3) 注意顶部「资料已递交」的确认信息。



The screenshot shows the Education Bureau's submission confirmation page. At the top, the Education Bureau logo and name are displayed. A blue notification bar contains the message "Record submitted successfully. 資料已遞交" with an information icon (i) on the left and a close button (x) on the right. A callout box points to this message with the text "信息告知資料已遞交。". Below the notification bar, the page 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" is shown, along with the school name "LUEN KWONG PUBLIC SCHOOL 公立聯光學校 (112593-0001-3-3)" and the form type "AIDED 資助 - WHOLE DAY 全日 - YUEN LONG 元朗區". A table displays submission details:

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".

五、 个人资料收集声明

为符合《个人资料（私隐）条例》的要求，建议在「个人资料收集声明」内，明确包括使用个人资料进行调查学生缺课、离校或辍学个案为目的，并将教育局列为学校「个人资料收集声明」中的转移对象之一。