

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）的學校會通過雲端校管系統（CloudSAMS），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。

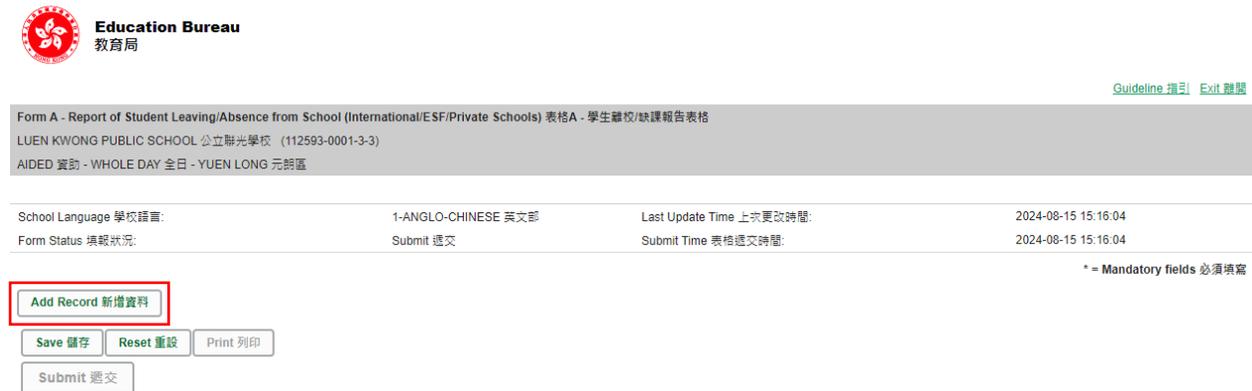
eForm A for non-STIMS Schools
供非參與學生資料管理系統學校專用的電子表格 A
edish01

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

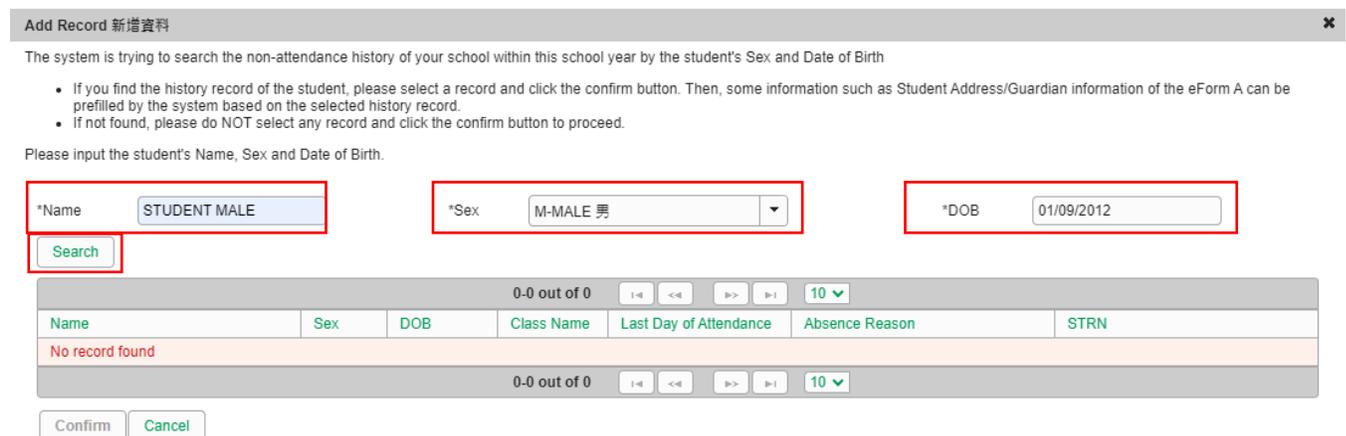
(1) 點擊「新增資料」按鈕。



The screenshot shows the Education Bureau website interface. 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 (112593-0001-3-3) 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 is a button 'Add Record 新增資料' which is highlighted with a red box. Below it are buttons for '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' 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 this, 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 content is '0-0 out of 0' 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
- *Absence Reasons 缺課原因: Please Select
- STRN (if any) 學生編號 (如有):
- Parent/Guardian Information (Chinese/English)
- School Contact Person Information
- Further Information (Current Location, Type of Leave, etc.)

* 當鼠標懸停在「班級」時，系統會顯示如何選擇班級的提示。

The screenshot shows the 'Student Particulars' form with a tooltip for the '*Class Level (i) 班級' field. The tooltip text is:

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: 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		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

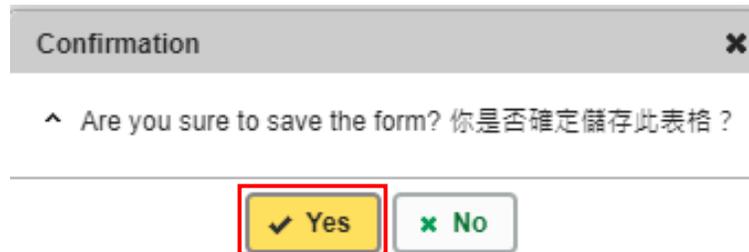
Add Record 新增資料

Save 儲存 Reset 重設 Print 列印

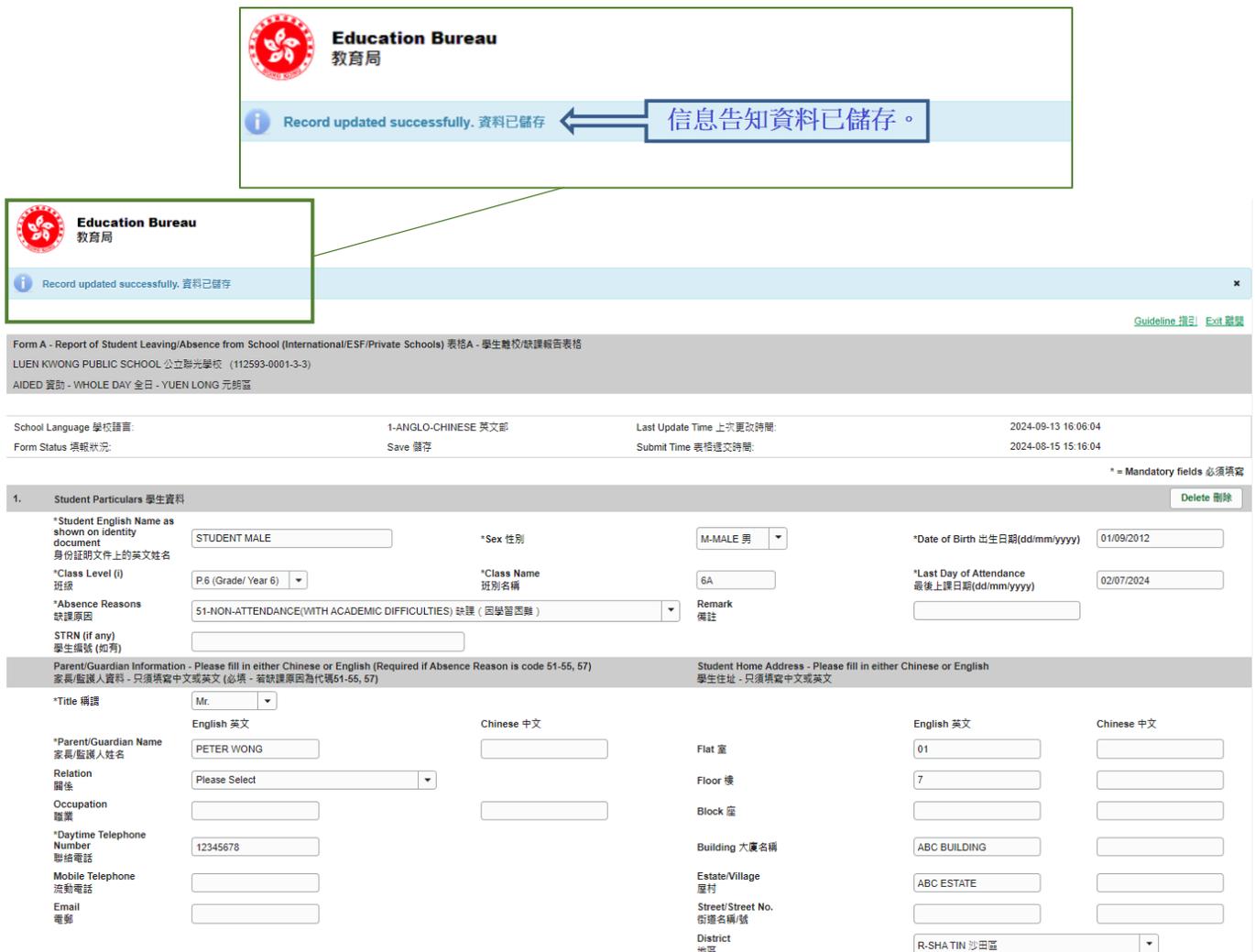
Submit 遞交

3.2 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 this is the main form area. 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 is for LUEN KWONG PUBLIC SCHOOL. The form status is "Save 儲存". The form contains several sections: "1. Student Particulars 學生資料" with fields for Student English Name, Sex, Date of Birth, Class Level, Class Name, Last Day of Attendance, Absence Reasons, and STRN. "Parent/Guardian Information" with fields for Title, Name, Relation, Occupation, Daytime Telephone Number, Mobile Telephone, and Email. "Student Home Address" with fields for Flat, Floor, Block, Building, Estate/Village, Street/Street No., and District. The form is in English and Chinese.

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', 'Student Home Address', 'School Contact Person Information', and 'Further Information'. A callout box with a green border highlights the 'Print' button in the bottom left corner. The 'Print' button is highlighted with a red box in the callout. The 'Print' button is also highlighted with a red box in the main form. The 'Print' button is located in the bottom left corner of the form, next to the 'Save' and 'Reset' buttons. The 'Print' button is labeled 'Print 列印'.

* 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 a print settings dialog box. The '目的地' (Destination) is set to '另存為 PDF' (Save as PDF). The '縮放比例' (Scale) is set to '預設' (Default). The '網頁' (Pages) is set to '全部' (All). The '選項' (Options) section has '頁首及頁尾' (Page Header and Footer) checked and '背景圖形' (Background Image) checked. The '配置' (Layout) is set to '橫向' (Portrait). The 'Print' button is highlighted with a red box.

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	



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。



- (3) 注意頂部「資料已遞交」的確認信息。

A screenshot of 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 close icon (X) on the right. A blue callout box with a white arrow points to this notification bar, containing the text "信息告知資料已遞交。" Below the notification bar, there is a section 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". This section includes the school name "LUEN KWONG PUBLIC SCHOOL 公立聯光學校 (112593-0001-3-3)", the subject "AIDED 資助 - WHOLE DAY 全日 - YUEN LONG 元朗區", and 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

At the bottom of the page, 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".

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。