



通告 Notice

No. 20004: Transfer of Student Information on Special Educational Needs

30th August, 2020

Name of Student: _____ STRN: _____

Dear Parents,

We would like to seek your consent for

1. the primary school the above student is studying at, to register and update the relevant information of the student in the Special Education Management Information System (SEMIS) of the Education Bureau (EDB) which will use the information for educational purposes;
2. the primary school the above student is studying at, to transfer his/her relevant information on special educational needs (SEN) (such as medical reports, assessment reports, learning records and recommendations for learning and teaching and consent form completed below) to any recipient school(s), to which the student will be transferred or admitted, to facilitate the school in understanding the student's learning needs and arranging appropriate support for him/her;
3. the EDB to transmit the SEN information of the above student in SEMIS to the new recipient school(s) to which the student is allocated through the Secondary School Places Allocation (SSPA) to facilitate its understanding of the student's learning needs so that appropriate support can be arranged for him/her. In case the above student changes to another school after the SSPA exercise, the allocated school is required by the EDB to promptly delete the SEN information obtained through SEMIS; and
4. the new recipient school(s) to use the relevant information of the above student in the ways and for the purposes as stated in paragraphs 1-3 above.

This arrangement of transfer of information will apply whenever the above named student is transferred to a new school/allocated/admitted to secondary school. Please complete and return the reply slip to the class teacher by _____ and call Ms. Chan Wai Kwan or Ms. Leung Ka Yan at 2577-5188 if you have any queries.

Li Sing Tai Hang School



Ms. Shirley Yip, the Principal



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Reply Slip

Transfer of Student Information on Special Educational Needs

Name of Student: _____ Class: _____ STRN: _____

To: Li Sing Tai Hang School. I have acknowledged the School Notice No.20004 and I refer to your letter of _____ (date on the consent form). I *hereby give my consent / do not give my consent for:

1. the primary school my child is studying at, to register and update the relevant information of my child in the Special Education Management Information System (SEMIS) of the Education Bureau (EDB) for educational purposes;
2. the primary school my child is studying at, to transfer relevant information on special educational needs (SEN) (such as medical reports, assessment reports, learning records and accommodations for learning and teaching and this completed reply slip) to any recipient school(s), to which my child will be transferred or admitted, to facilitate the school in understanding my child's learning needs and arranging appropriate support for him/her;
3. the EDB to transmit the SEN information of my child in SEMIS by the EDB to the recipient school(s) to which my child is allocated through the Secondary School Places Allocation (SSPA) to facilitate its understanding of my child's learning needs so that appropriate support can be arranged for him/her; and
4. the new recipient school(s) to use the relevant information of my child in the ways and for the purposes as stated in paragraphs 1-3 above.

I understand and agree that this arrangement of transfer of information will apply whenever my child is transferred to a new school/allocated/admitted to secondary school. I understand that the allocated school is required by the EDB to promptly delete the SEN information obtained through SEMIS in case my child changes to another school after the SSPA exercise.

Parent's Signature: _____ Date: _____

* Delete whichever is inappropriate.

Personal Information Collection Statement

You have a right to request access to or to request the correction of personal data in relation to the student under the Personal Data (Privacy) Ordinance. If you wish to exercise these rights, please contact the school your child is studying at to make such requests.