

**TUNG TAK SCHOOL**

Shing Mun San Tsuen,  
Kam Tin N. T.  
Email: tungtak@ttsch.edu.hk



**通德學校**

新界錦田城門新村  
電話:24761101/24734008  
傳真:24747045

【通德學校通告第 20003 號】

有關「學生個人資料搜集及轉交」事宜

各位家長：

新學年現已展開，為確保學生的個人資料準確，本校每年必須更新校內資料庫。所有提供資料將只用於處理學生學籍註冊及有關事宜。貴家長有權按照《個人資料私穩條例》所規定，要求查閱或改正表格填報的個人資料。這些要求可以書面形式，送交校務處。

由於 貴子女本學年入讀或已就讀於本校，若他/她將升讀中學或轉讀其他學校，我們謹此徵求你對下列安排的同意：

1. 本校將上述學生有關特殊教育需要的資料（例如：醫療報告、評估報告和學習記錄等）送交他新入讀的學校，以便有關學校了解他的學習需要，並為他安排合適的支援。
2. 本校將上述學生的有關資料記錄於教育局的「特殊教育資訊管理系統」(SEMIS)內，以作教育用途。他有需要轉校時，該系統會將資料傳送給他新入讀的學校。

請 貴家長細閱本通告後填寫附上的「學生資料紀錄表」，並於九月十(星期四)或之前交回班主任辦理為荷。如有疑問，請致電 2476 1101 與顏主任聯絡。

校長：

黃偉立

二零二零年八月廿八日

附：「學生資料紀錄表」乙份

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Our Ref. TTS Notice No. 20003

28<sup>th</sup> August, 2020

Dear parents,

**Re: Student Personal Data Collection and  
Transfer of Student Information with Special Educational Needs**

To ensure the accuracy of personal information of students, parents are required to provide the most updated information when the new school year begins. All information collected will be for registration and official use only. Parents have rights to request access to and update of the information provided under the Personal Data (Privacy) Ordinance. Please write to our school office if you would like to make such a request.

As for student who has been admitted to Tung Tak school and needs to transfer to another school or will be promoted to Secondary 1, we would like to ask for your consent to

1. transfer his/her information on special educational needs (SEN) such as medical reports, assessment reports, learning records etc. to the recipient school to facilitate them in understanding the student's learning needs and offering him / her appropriate assistance; and
2. input students' personal data and SEN information into the Education Bureau's Special Education Management Information System (SEMIS) and transfer the information to the recipient schools for educational purposes in supporting students with SEN.

Please complete the enclosed Student Record Profile and return to us on or before **10<sup>th</sup> September, 2020 (Thursday)**. If you have any enquiries, please feel free to contact Miss Ngan at 24761101. Thank you for your attention.

Yours sincerely,

(Wong Wai Lap)  
Principal

Encl: Student Record Profile

通德學校 TUNG TAK SCHOOL  
學生資料紀錄表 Student Record Profile ( 2020 / 2021 )

學生姓名 Student Name	(中) (Chi)	班別 Class	學號 No.
	(英) (Eng)	性 別 Sex	*男 M / 女 F
學生編號 STRN		宗 教 Religion	
中文商用電碼(如有) Commercial Code (if any)			
香港身份證 HKID		出生證明書 Birth Cert No.	
身份證明文件類型 Ident Doc Type		身份證明文件號碼 Ident Doc No.	
出生日期 (年/月/日) Date of Birth (y/m/d)	/ /	出生地點 Place of Birth	
籍 貫 Origin		國 籍 Nationality	

聯絡電話 Telephone no.		電郵地址 E-mail	
住 址 Residential Address	(中) (Chi)		
	(英) (Eng)		
通訊地址 Postal Address	(中) (Chi)		
	(英) (Eng)		

監護人姓名 Guardian Name		職業 Occupation		電話 Tel.	
父親姓名 Father Name		職業 Occupation		電話 Tel.	
母親姓名 Mother Name		職業 Occupation		電話 Tel.	
緊急聯絡人 Emergency Contact Person		關係 Relationship		電話 Tel.	

學生特殊教育需要資料轉交同意書 Transfer of Student Information on Special Educational Needs

本人已悉有關學生資料轉交之事宜，本人 **\*同意 / 不同意** 通告內所述的安排，將學生有關特殊教育需要的資料送交他/她新入讀的學校或教育局，以作教育用途。

I **\*would / would not** like to give my consent for transferring relevant information on special educational needs to his/her new recipient school or EDB to facilitate them in understanding the student's learning needs and arranging appropriate support services for him/her.

津貼／援助 Allowance / Assistance (如有, 請  if any, please )

- |   |  |
|---|--|
| <input type="checkbox"/> 書簿津貼 Textbook Allowance                  | <input type="checkbox"/> 傷殘津貼 Disabled Allowance |
| <input type="checkbox"/> 半免 Half <input type="checkbox"/> 全免 Full | <input type="checkbox"/> 康復服務中央轉介系統編號            |
| <input type="checkbox"/> 交通津貼 Travel Subsidy                      | CRSReHab No. _____                               |
| <input type="checkbox"/> 綜援編號 CSSA No. _____                      | <input type="checkbox"/> 其他 Others _____         |
| <input type="checkbox"/> 社會福利署檔案編號 SWD No. _____                  |  |

備註 Remarks

家長簽署  
Parent's Signature

(\*請刪去不適用 Delete inappropriate)

註 A: 所有提供的資料將只用於處理學生學籍註冊及有關的事宜。

The personal data furnished in this form will be used for registration only.

B: 家長有權按照《個人資料私隱條例》所規定，要求查閱或改正填報於本表格內的個人資料。這些要求可以書面形式，送交校務處。  
Parents have a right to request access to and correction of student's personal data as provided of the Personal Data (Privacy) Ordinance. Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to school office.