

Parental Consent Form --Transfer of Student Information on Special Educational Needs

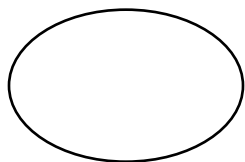
Dear Parents,

Name of Student: _____ (**STRN:** _____)

We would like to seek your consent for

1. the primary or secondary 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 or secondary 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. EDB to transmit the SEN information of the above student in SEMIS to the new recipient school(s)/school to which the student is allocated through the Secondary School Places Allocation (SSPA) facilitate its understanding of the student's learning needs such that appropriate support would be arranged for him/her. In case the above student changes to another school after the SSPA exercise, the allocated school is required by 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 the reply slip below and return it to us by 5th September 2016.

Signature of *School Head / ~~Teacher in charge~~: _____Name of *School Head / ~~Teacher in charge~~: Ms Chui Sau-manName of School: Sir Ellis Kadoorie (S) Primary SchoolDate: 1st September 2016**Reply Slip -- Transfer of Student Information on Special Educational Needs****Name of Student:** _____ (**STRN:** _____)

To: Principal of Sir Ellis Kadoorie (S) Primary School

I refer to your letter of 1st September 2016 on the caption. I ****hereby give my consent / do not give my consent*** for:

1. the primary or secondary 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 or secondary 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. EDB to transmit the SEN information of my child in SEMIS by EDB to the recipient school(s)/ school to which my child is allocated through the Secondary School Places Allocation (SSPA) to facilitate its understanding of my child's learning needs such that appropriate support would be arranged for him/her; and
4. the new recipient school(s) to use the relevant information of my child in the ways 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 EDB to promptly delete the SEN information obtained through SEMIS in case my child changes to another school after the SSPA exercise.

Signature of *Parent/Guardian: _____

Name of *Parent/Guardian: _____

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 for making such request.