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學生健康服務總部
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The Government of the Hong Kong
Special Administrative Region
Department of Health
Student Health Service
Head Office
4/F Lam Tin Polyclinic, 99 Kai Tin Road,
Kwun Tong, Kowloon.
Tel. No.: 3163 4600

12 August 2024



Dear Parents/Guardians,

Student Health Service Online Enrolment Pilot Scheme(E-enrolment)

The Student Health Service of the Department of Health is now conducting enrolment exercise for the 2024 / 2025 school year. The service period starts from November this year to October next year. Your child's school has participated the "Online Enrolment" pilot scheme (E-enrolment) for this school year. An online enrolment form is now available which will be distributed to you via your school. The submission period will be from 1 Sept to 17 Sept 2024. Please complete and submit the online Enrolment Form to us before the submission deadline at your earliest convenience. You may refer to the "Points to note when submitting the online application".

The objectives of Student Health Service are to safeguard both the physical and psychological health of students through health promotion and disease prevention services, enabling them to gain the maximum benefit from the education system and develop their full potential. Our scope of service includes health assessment (including physical examination, growth and puberty assessment when necessary), individual health counselling and health education. For details of the health programmes categorised by grade, you may refer to the "Health Programmes at Student Health Service Centre" at (www.shs.gov.hk/healthprog.pdf)

Enrolled students of the Student Health Service will be given an annual appointment at a designated Student Health Service Centre according to the location of their schools. The Centre designated for your child is name of centre at address of centre. An appointment letter will be sent to you through the school about one month before the appointment date. You are invited to accompany your child on the appointed date. Student Health Service Centre may contact you at the given phone number if necessary when you cannot accompany your child. In exceptional circumstances where we could not reach you, we may seek support from school to contact you.

Students joining Student Health Service will be charged according to their eligibility status. The service is provided free to students who are "eligible persons" (please see "Notes for Parents / Guardians" for details).

For further details of the Student Health Service, you may browse the Student Health Service website (www.studenthealth.gov.hk) For enquiries, please call name of centre at telephone no. of centre.

Yours faithfully,
Dr Thomas CHUNG
Consultant Community Medicine
Family and Student Health Branch
Department of Health

Points to note when submitting the online application for Student Health Service

	Steps	Actions by parents/guardians	Remarks
1.	On the landing page of the online platform	Read the related documents in the Notice Board before login	
2.	Before accessing the portal	Use the student's identity document type & number to login (preferably using Hong Kong Identity Card/ Hong Kong Birth Certificate if available)	If possible, please use the same document type and number as previous year.
3.	Start the application by completing the required fields	<p>Complete the name of the student as printed on the Hong Kong Identity Card/ Hong Kong Birth Certificate/ other Identity Document.</p> <p>The surname and given name should be entered separately in the provided field.</p> <p>You have to provide a *mobile phone no. for receiving SMS from Hong Kong with the one-time password (verification code) at the end of the application process.</p>	If possible, please provide a Hong Kong mobile phone number.
4.	At the end of the application	A verification code will be sent to your said mobile phone no.*	If failed to submit verification code timely, you need to restart the application or submit paper enrolment form through school.
5.	Consent for joining eHealth	You are encouraged to join the eHealth for students. The pre-registration for eHealth will start after completion of the E-enrolment application process. Please read the information and give your consent. You will be directed to the eHealth registration page.	

Notes for Parents/Guardians

Please take note of the followings:

1. The Student Health Service provides yearly health assessment for health promotion and disease prevention. In between assessments, if student is unwell or has any other health concerns or needs curative service, may seek medical treatment from the General Out-Patient Clinics of the Hospital Authority or private medical practitioners. **For students with academic problems, they or their parents should seek advice from teachers or student guidance officers.** For details of the health programmes categorised by grade, you may refer to the “Health Programmes at Student Health Service Centre” at (www.shs.gov.hk/healthprog.pdf).
2. Students joining the Student Health Service will be charged according to their “eligible persons” and “non-eligible persons” status. Student Health Service may obtain relevant documentation relating to the students from the students and their parents/guardians for the verification of their eligibility status for fee-determination purpose. Students with one of the following valid identity documents belong to “eligible persons”:
 - i) Hong Kong Permanent Identity Card / Hong Kong Identity Card (subject to further checking)
 - ii) Hong Kong Birth Certificate with permanent resident status of Hong Kong Special Administrative Region (HKSAR) indicated as “ESTABLISHED”
 - iii) Hong Kong Birth Certificate with permanent resident status of HKSAR indicated as “NOT ESTABLISHED”, but the Permit to Remain in the HKSAR shows that:
 - a. unconditional stay in HKSAR has been granted
 - b. the holder is permitted to remain until (date) and provided that the holder **is not a visitor** and **has not overstayed in Hong Kong**
 - iv) HKSAR Passport
 - v) HKSAR Re-entry Permit
 - vi) HKSAR Document of Identity for Visa Purpose bearing valid visa endorsement to stay in Hong Kong
 - vii) Travel documents with one of the following labels /stamps issued by the Immigration Department:
 - a. “The right to land in Hong Kong”
 - b. “The holder was permitted to land”
 - c. “Previous conditions of stay are hereby cancelled”
 - d. “Eligibility for Hong Kong permanent identity card verified”
 - e. “Certificate of Entitlement to the right of abode in HKSAR”
 - f. “Unconditional stay” (subject to further checking)
 - g. “Permitted to remain until (date)” / “permission to remain extended until (date)” provided that the holder **is not a visitor** and **has not overstayed in Hong Kong** (subject to further checking).
 - viii) Certificate of Exemption
 - ix) Consular Corps Identity Card

The Student Health Service is provided free of charge for students who are “eligible persons”. For those who are “non-eligible persons”, e.g. holders of travel document (passport, Two-way Permit) showing their status as “Visitors” or holders of Form of Recognizance, have to pay on the appointment day the gazetted annual fee (the prevailing rate is HK\$615). Students have to provide relevant identity documents for the checking of their eligibility for free service.

For eligibility of the rates of charges applicable to “eligible persons”, please refer to the Gazette Notice 5114.

3. Enrolled students will be given an annual appointment of approximately 90 minutes for health assessment and health education at a designated Student Health Service Centre. The health assessment will be conducted in either English or Chinese. You are invited to accompany your child during the assessment. The service hours of the centre are 9 am to 1 pm and 2 pm to 6 pm from Monday to Friday (except public holidays) (**Tai Po Student Health Service Centre is closed on Wednesday**). Most students will be given an appointment outside school hours.
4. Parents and children are most welcome to make use of the Health Education Infoline 2833 0111 provided by the Department of Health or browse the Student Health Service website www.studenthealth.gov.hk for information on Student Health Service.
5. For enquiries, please call the Student Health Service Centre during service hours.



Appendix B

Full Address :

Name of Contact : Contact Tel. No. : Fax No. :

Person _____

(For example, Government, Aided, Private)

[illegible]

- A school calendar is enclosed for your information.
- N.B. (a) Please avoid fixing appointments for students on the following dates :

(b) Our school is implementing different school hours in summer, the months and school end time are as follows :

(c) Our special school holidays are as follows :

Signature of _____ :
Headmaster/Headmistress

Date : _____

Name of Headmaster/Headmistress :

Notes for Schools

Please take note of the followings:

1. The Department of Health has been implementing the Student Health Service for all primary and secondary day school students. Services provided include health assessment and health education. Please refer to the back page of the “Letter to Parents/Guardians” or browse the web page (www.shs.gov.hk/healthprog.pdf) for the “Health Programmes at Student Health Service Centre”.
2. The Student Health Service is a health promotion and disease prevention programme. Students who need curative service may seek medical treatment from the General Out-Patient Clinics of the Hospital Authority or private practitioners. **For students with academic problems, they or their parents should seek advice from teachers or student guidance officers.**
3. Students joining the Student Health Service will be charged according to their “eligible persons” and “non-eligible persons” status. Student Health Service may obtain the relevant documentation relating to the students from the students and the parents/guardians concerned for verification of their eligibility status for fee-determination purpose. Students with one of the following valid identity documents belong to “eligible persons”:
 - i) Hong Kong Permanent Identity Card / Hong Kong Identity Card (subject to further checking)
 - ii) Hong Kong Birth Certificate with permanent resident status of Hong Kong Special Administrative Region (HKSAR) indicated as “ESTABLISHED”
 - iii) Hong Kong Birth Certificate with permanent resident status of HKSAR indicated as “NOT ESTABLISHED”, but the Permit to Remain in the HKSAR shows that:
 - a) unconditional stay in HKSAR has been granted
 - b) the holder is permitted to remain until (date) and provided that the holder **is not a visitor** and **has not overstayed in Hong Kong**
 - iv) HKSAR Passport
 - v) HKSAR Re-entry Permit
 - vi) HKSAR Document of Identity for Visa Purpose bearing valid visa endorsement to stay in Hong Kong
 - vii) Travel documents with one of the following labels /stamps issued by the Immigration Department:
 - a) “The right to land in Hong Kong”
 - b) “The holder was permitted to land”
 - c) “Previous conditions of stay are hereby cancelled”
 - d) “Eligibility for Hong Kong permanent identity card verified”
 - e) “Certificate of Entitlement to the right of abode in HKSAR”
 - f) “Unconditional stay” (subject to further checking)
 - g) “Permitted to remain until (date)” / “permission to remain extended until (date)” provided that the holder **is not a visitor** and **has not overstayed in Hong Kong** (subject to further checking)
 - viii) Certificate of Exemption
 - ix) Consular Corps Identity Card

Student Health Service is provided free to those students who are “eligible persons”. Those students who are “non-eligible persons”, e.g. holders of travel document (passport, Two-way Permit) showing their status as “Visitors” or holders of Form of Recognizance, have to pay on the appointment day the gazetted annual fee (the prevailing rate is HK\$615). Students have to provide relevant identity documents for checking of their eligibility for free service.

4. The enrolment procedures are as follows:
 - (i) Please download the documents of “Letter to Parents/Guardians”, “Notes for Parents/Guardians” and “Application & Consent Form” for distribution to parents/guardians who cannot submit their child’s application via the e-platform.
 - (ii) Return the completed “Enrolment Summary” (Appendix B), “Application & Consent Form” from parents/guardians (if any) and your school calendar to the designated centre by **24 September 2024**.
 - (iii) Enrolled students will be given an annual appointment of approximately 90 minutes for health assessment and health education at a designated Student Health Service Centre. The health assessment will be conducted in either English or Chinese as appropriate but not in any other languages. Parents are invited to accompany their children during the assessment. The service hours of the centre are 9am to 1pm and 2pm to 6pm from Monday to Friday (except public holidays) (**Tai Po Student Health Service Centre is closed on Wednesday**).
5. Parents and children are most welcome to make use of the Health Education Infoline 2833 0111 provided by the Department of Health or browse the Student Health Service website www.studenthealth.gov.hk for information on Student Health Service.
6. If you have any enquiries or wish to make special arrangement for your students, please feel free to contact the centre staff during service hours.

Workflow of E-enrolment to School Headmaster (Appendix D)

Mid-July

Schools will:

- ✓ Receive two email (link to E-enrolment portal +password) from Student Health Service in their designated email address (which is typically managed by school administrators responsible for handling enrolment)

Schools should:

- ☐ Browse the link provided in the email and input the schools' email address & password as login name to access the School Login Page
- ☐ Create accounts for teachers and staff members
- ☐ Input class maintenance information accordingly (grade, classes per school, number of students per class)

Mid- August

Schools will (20 Aug 2024):

- ✓ Receive an enrolment link/ QR code from Student Health Service in their designated email address

Schools should:

- ☐ Distribute this link/ QR code to parents
- ☐ Ensure that parents complete the application process within the following period:
1 Sept -17 Sept 2024

September
[Submission deadline]

Parents will (1 Sept – 17 Sept 2024):

- ✓ Complete the application process

Schools should (18 Sept – 30 Sept 2024):

- ☐ Screen the applications received, and verify that the applied students belongs to the respective classes
- ☐ Submit the confirmed applications to Student Health Service via the E-platform
- ☐ Return the followings to designated Student Health Service Centre:
 - The school calendar
 - Enrolment Summary
 - the completed Application and Consent Forms (for those cannot use the E-enrolment platform)