



12 Aug 2024

«School\_Name»  
«School\_Address»  
School ID : «School\_ID»



Dear Headmaster/Headmistress,

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

Thank you for joining the pilot E-enrolment program in 2024/25. We are implementing an E-platform to streamline the application process for parents/guardians so as to ensure a more efficient enrolment experience. Parents/Guardians is required to fill in the application form via the online platform. After verification by school on your student's online application. Our staff would arrange an annual assessment appointment for your student. Student Health Service aims to safeguard 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. The scope of service includes health assessment (including physical examination, growth and puberty assessment when necessary), individual health counselling and health education.

Each enrolled student will be scheduled for an annual appointment at a designated Student Health Service Centre according to the location of the attending school. «Centre\_Eng\_Name» is designated for your students and its address is «Centre\_Eng\_Address». Appointments will be arranged from November 2024 to October 2025. Sample of Enrolment documents is enclosed including "Letter to Parents/Guardians" (Appendix A1), "Notes for Parents/Guardians" (Appendix A2), , "Enrolment Summary" (Appendix B) and "Notes for School" (Appendix C) The documents will be uploaded to our website on 1 September 2024 and can be accessed via this link:  
[https://www.shs.gov.hk/english/resources/e\\_enrolment\\_information/e\\_enrolment\\_information\\_school.html](https://www.shs.gov.hk/english/resources/e_enrolment_information/e_enrolment_information_school.html).  
For enquiries, please contact the staff of «Centre\_Eng\_Name» at «Centre\_Tel».

Students joining the Student Health Service will be charged according to their eligibility status. The service is provided free of charge to students who are "eligible persons". Please see (Appendix C) for details.

It is expected that a few parents/guardians who fail to submit their child's application via the E-platform may need to use paper form, the application form is available in the above link. Grateful if the application (paper form) could be returned to school by 17 Sept 2024 for processing.

We would appreciate if you could return the following documents to the above designated Centre by 24 Sept 2024 :

- Appendix B (you may advise us on the dates we should avoid in fixing appointments for your students)
- A school calendar
- The completed "Application & Consent Form (for those who cannot submit their application via the E-platform)"

You may refer to Appendix D on the workflow of E-enrolment and the steps in which the actions to be taken by the school coordinator and the involved school personnel/teachers. You may also refer to the User Guide on E-enrolment for school sent to the school coordinator on 20 June 2024. Appointment letters will be sent to you for distribution to parents about one month before the appointment date. Details of the enrolment procedures are given in the Appendix C.

The success of the pilot E-enrolment program depends on your support and co-operation. We appreciate your support and assistance.

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

c.c. Secretary for Education