



18 August 2025

Dear Headmaster/Headmistress,

**Student Health Service**  
**Online Enrolment Programme 2025/2026**

Thank you for participating in our online enrolment programme for the 2025/2026 school year. A designated access link / QR code and related enrolment documents will be sent to your given email address on **20 August 2025** for your further action.

The enrolment documents included “Letter to Parents/Guardians” (Appendix A1), “Notes for Parents/Guardians” (Appendix A2), “School Information” (Appendix B) and “Notes for School” (Appendix C). A “Checklist for 2025/2026 Online Enrolment Programme” is also enclosed for your information.

**Online Enrolment Timeline:**

1. Please distribute the following documents to parents/guardians by electronic or printed notification on **8 September 2025**:
  - Designated access link / QR code,
  - “Letter to Parents/Guardians” (Appendix A1),
  - “Notes for Parents/Guardians” (Appendix A2) and
  - Registration Guide (For Parent and Secondary School Students)  
(<https://youtu.be/LdWd7KBTSfU>)
2. Remind parents/guardians to submit the online enrolment forms within the period from **8 September to 21 September 2025** for school verification,
3. After school verification, please submit online the completed forms to us on or before **28 September 2025** (**Submit once only for each class**)
4. Return the following documents to your designated centre on or before **30 September 2025**
  - School Information (Appendix B)  
(Please clearly list out the dates not intended for appointments for your students)
  - Your School Calendar

For detailed information, please refer to the “E-enrolment User Guide for schools” and the demonstration videos on online enrolment that were sent to your school administrators in their designated email address on 30 June 2025.

Upon receiving the verified enrolment forms, appointment slips will be sent to students through the school about one month before the appointment date.

Each enrolled student will be given an annual appointment within the period from November 2025 to October 2026. The designated centre for your school is Centre Name and its address is Centre Address.

Student Health Service is provided free of charge for students who are “eligible persons”. Please refer to “Notes for School” (Appendix C) for eligibility for free service.

**Please remind parents/guardians to bring along students’ identity document for checking while attending our centre. Service may not be provided if there is no identity document on the date of appointment and rescheduling of appointment is required. If free bus service is provided, please remind all students to bring identity documents.**

For enquiries, please contact the staff of Centre Name at Centre Tel.

Thank you for your support and assistance.

Yours faithfully,

Dr. CHUANG Shuk-kwan  
Consultant Community Medicine  
Family and Student Health Branch  
Department of Health