



19 August 2024

To: Principals of the Primary schools joining the E-enrolment

Thank you for joining the pilot E-enrolment program in 2024/25. The Student Health Service (StdHS) and the School Dental Care Service (SDCS) of the Department of Health are beginning to enrol primary school students for the new service year. We are implementing an E-platform to streamline the application process for parents so as to ensure a more efficient enrolment experience. Parents just need to fill and submit the application form electronically and they would be allowed to receive both services starting from November this year to October next year for their children. After receiving the online application forms, SDCS will inform the parents / guardians of these students via SMS message to submit the required fees to enrol SDCS. We hope these two services will complement the promotion of health education in your school.

Arrangements will be made for each student who participates in the StdHS to receive his/her annual health assessment at a designated StdHS centre. The centres will be allocated according to the location of each school. The StdHS will issue appointment letters to participants through the school one month in advance of the appointment date.

You might refer to Appendix 1 on the workflow of E-enrolment and the steps in which the actions to be taken by the school coordinator and involved school personnel / teachers.

It is expected that there may be a few parents who fail to submit their child's application via the E-platform and need to use paper form. We have prepared an electronic format of the Joint Application and Consent Form for special use by schools if necessary (please click here to download). To enrol in the SDCS, students should return the completed joint enrolment form to your school together with a fee of HK\$36. (We will contact the parents of non-eligible persons for payment of outstanding balance afterwards.) You will be issued with a demand note for payment of the collected fees to the Government Treasury. Please return 2 copies of school calendar (for those schools unable to upload it), completed Joint Application and Consent Forms (for those cannot use the E-enrolment platform), the completed CM 101e form (please click here to download) and name list of students using paper form on or before 24 September 2024.

If applicable, a list of students who joined the SDCS in the previous year can be viewed on the website of the SDCS. (Please refer to the SDCS website www.school dental.gov.hk for your designated SHS centre and school dental clinic.)

Where schools agree, the SDCS will provide a chartered bus service to and from the clinic for participants during school days. For schools in outlying islands, a bus service will be provided between Central District Pier and MacLehose Dental Centre and travel expenses between outlying islands and the pier will be reimbursed at prevailing standard rates.

The success of the StdHS and the SDCS depends on your support and co-operation. We appreciate your help and assistance in their administration. For enquiries, please contact the following offices:

Student Health Service	Tel : 3163 4600
School Dental Care Service	Tel : 2892 2157

Student Health Service and School Dental Care Service, Department of Health

