

SAMPLE
Parental Consent Form
for Submission of Information of Students with Special Educational Needs
(applicable to newly admitted students/students submitting fresh information)

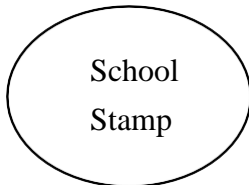
Dear Parent/Guardian of _____(name of student),

The Education Bureau (EDB) has all along been providing schools with additional resources, professional support and teacher training to help them cater for students with special educational needs (SEN). With parental consent, schools have to submit information of students with special needs/SEN and academically low achievement (ALA) via the EDB's Special Education Management Information System (SEMIS), so that the EDB and the school may use such information for education purposes (e.g. the school will provide the student with support; the EDB will arrange for the allocation of additional resources and professional support, compilation of statistics, etc.).

We hereby seek your consent to having information of the special needs/SEN/ALA (applicable to primary schools) of your child recorded in SEMIS and updated on a need basis. Without your consent, the EDB and the school may not get hold of sufficient information for providing the support that your child needs.

The information will only be used for the above-mentioned purposes. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and update the related information, and to change your option of providing the information. Please send us such request if and when needed.

Kindly complete the reply slip below and return it to us by _____(date).



Signature of Principal: _____

Name of Principal: _____

Name of School: _____

Date: _____

Reply Slip

To: Principal of _____ (name of school)

I **give my consent** for your school to input information of the special needs/special educational needs (SEN)/academically low achievement (ALA) (applicable to primary schools) of _____ (name of student) into the Special Education Management Information System (SEMIS) of the Education Bureau (EDB), and update such information on a need basis, so that the EDB and the school may use it for education purposes.

I **do not give my consent** for your school to input information of the special needs/SEN/ALA (applicable to primary schools) of _____ (name of student) into the EDB's SEMIS for the following reason(s):

My child does not need special educational support.

I have reservation about disclosing the SEN of my child.

Others: _____

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Date: _____

[Please put a ✓ in the appropriate box(es).]