

## **Education Bureau Circular No. 4/2022**

### **Transfer of Information of Students with Special Educational Needs**

[Note: This circular should be read by –

- (a) Supervisors and heads of all government, aided, Direct Subsidy Scheme schools and caput schools – for action; and
- (b) Heads of special schools, kindergartens/kindergarten-cum-child care centres and sections – for information]

#### **Summary**

This circular reminds schools of the arrangements for transfer of information of students with special educational needs (SEN) at different stages to facilitate early identification of and intervention for these students. It supersedes the Education Bureau (EDB) Circular No. 15/2019 dated 31 May 2019.

#### **Background**

2. The EDB has all along been promoting integrated education in accordance with five basic principles, namely early identification, early intervention, Whole School Approach, home-school co-operation and cross-sector collaboration. To help schools cater for students with SEN, on top of the regular subvention, the EDB provides public sector ordinary schools with additional resources, professional support and teacher training. Schools have to adopt the Whole School Approach for aligning school policies, culture and practices, and deploying resources flexibly, for early identification of students with SEN and provision of support through the 3-tier Intervention Model.

3. Timely transfer of relevant information of students with SEN (e.g. SEN type and support arrangements) to the schools/institutions they are enrolled in can help recipient schools/institutions realise earlier the SEN of students and the support they have received, so that these schools/institutions can provide the students with continued or reinforced support to enhance effectiveness. Therefore, schools are appealed to remind parents of the importance of transferring the SEN information of their children and

encourage parents to complement the schools' arrangements for information transfer at different stages, including from pre-primary to primary schooling, from primary to secondary schooling, from one primary/secondary school to another and from secondary school to post-secondary institution.

### **Seeking parental consent**

4. Schools have to abide by the Personal Data (Privacy) Ordinance in processing their students' SEN information. As such, when soliciting parents to give consent for transferring the SEN information of their children, schools have to let parents understand the purpose of the arrangements (as mentioned in paragraph 3 above) and the problems that may arise from refusal to accept the arrangements. Besides, schools have to let parents know their rights to request access to and update of the information provided under the Personal Data (Privacy) Ordinance, and to change their options.

5. Schools have to explain to parents their arrangements for keeping students' SEN information and the practice of inputting the respective information into the EDB's Special Education Management Information System (SEMIS) upon parental consent and updating the information on a need basis. Should parents need to change the information of their children in future, they could inform the EDB through the schools to update the respective information in SEMIS.

### **Transfer of information of students with SEN**

#### Pre-primary to primary schooling

6. A collaborative mechanism is in place among the EDB, the Social Welfare Department (SWD) and the Child Assessment Service under the Department of Health (DH) and the Hospital Authority (HA) to ensure that when children with special needs proceed to primary schools from pre-school centres/kindergartens, the primary schools can realise their special needs earlier and provide them with support. Before the commencement of every school year, upon parental consent, the child assessment centres of the DH and the HA will send the assessment information of the children concerned to the EDB for transfer to their recipient government/aided/Direct Subsidy Scheme (DSS) primary schools. Whereas, the pre-school rehabilitation service units subvented by the SWD will forward the Comprehensive Development Progress Report for Pre-school Children (Progress Report) of the respective children entering Primary One to their recipient government/aided/DSS primary schools via SEMIS.

7. Primary schools have to scrutinise the assessment information and/or progress reports of the students concerned and approach their parents to learn about students' SEN and recent development, so as to assess the tier of support they require under the 3-tier Intervention Model and provide them with the corresponding support<sup>1</sup>. Besides, schools should use an appropriate parental consent form (see sample at Appendix 1) to seek parents' consent for inputting the assessment information and/or relevant information from the progress reports of the students into SEMIS, so that the EDB and the schools may use such information for educational purposes in supporting students with SEN, for instance, the EDB will disburse the Learning Support Grant to schools and schools will follow up students' learning performance.

#### Primary to secondary schooling

8. Before Primary Six (P6) students with SEN proceed to Secondary One (S1), primary schools should use an appropriate parental consent form (see sample at Appendix 2) to seek parents' consent for transferring the SEN information of the students concerned to their recipient secondary schools, so that the secondary schools can understand their learning needs and arrange appropriate support. Primary schools should also inform parents that their consent for transferring the SEN information of their children to secondary schools will not affect the result for Secondary School Places Allocation (SSPA) of their children. To facilitate secondary schools to understand the SEN of students so as to plan and provide the students with support as early as possible, primary schools have to input into SEMIS the options of parents of P6 students with SEN regarding information transfer, on or before 30 June every year. Besides, primary schools have to pass by mid-August the respective information of the students concerned (e.g. medical reports, assessment reports, summary of the support rendered, succinct learning records and teaching strategy suggestions), together with the original copy of the duly signed parental consent form, to the recipient secondary schools for action. Primary schools may make use of the sample letter<sup>2</sup> provided by the EDB.

#### *Transfer of information after the release of the results for SSPA*

9. Upon the release of the results for SSPA, the EDB will invite secondary schools to confirm students' registration, and then transfer the basic SEN information (e.g. SEN type and tier of support required) of the students concerned to the recipient secondary

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<sup>1</sup> Please refer to the EDB circular on "Policy and Practice in Early Identification and Intervention for Students with Special Educational Needs".

<sup>2</sup> Available at the relevant Appendix to the *Operation Guide on the Whole School Approach to Integrated Education*.

schools via SEMIS according to the options of parents recorded by primary schools in SEMIS. Secondary schools have to plan and provide support for these students as early as possible with reference to the information available in SEMIS and that passed by the primary schools. If a student with SEN switches to another school after registration, the original recipient secondary school should, within one month upon receipt of notification and consent of parents, pass the students' information provided by the primary school and the parental consent form to the new recipient school.

10. For P6 students with SEN not enrolling in the secondary schools allocated under SSPA, the EDB will check their schooling status through the Enrolment Survey conducted in September each school year. Should parental consent be recorded in SEMIS, the EDB will transfer the basic SEN information of these students to their recipient government/aided/caput/DSS secondary schools via SEMIS in October. Secondary schools may download from SEMIS the *SEMIS – A User Guide for Secondary Schools*<sup>3</sup> for information about step-to-step instructions for input or update of information in SEMIS.

11. For newly admitted students with SEN whose duly signed parental consent forms are not available from their original schools or whose relevant information is not available in SEMIS, secondary schools should use an appropriate parental consent form (see sample at Appendix 1) to seek parents' consent for storing the SEN information of these students in SEMIS to facilitate the use of such information by the EDB and the schools for educational purposes.

#### *Special arrangements for Pre-Secondary One Hong Kong Attainment Test*

12. Students proceeding to S1 may be required to take the Pre-Secondary One Hong Kong Attainment Test (Pre-S1 HKAT) in the secondary schools to which they are allocated. On or before the release of the results for SSPA, primary schools have to use the proforma<sup>4</sup> provided by the EDB to give parents the recommendations on special arrangements for students with SEN taking Pre-S1 HKTA. Parents may present the proforma to the secondary schools at the time of their children's registration, so that the schools can make reference to the respective information and make appropriate special arrangements for the students to take the test accordingly. For details of the Pre-S1 HKAT, please refer to the respective circular memorandum issued by the EDB annually.

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<sup>3</sup> Please go to the Main Menu of SEMIS and click "Useful Information" at the upper right hand corner.

<sup>4</sup> Available at the relevant Appendix to the *Operation Guide on the Whole School Approach to Integrated Education*.

13. When completing the above-mentioned proforma, primary schools have to note that the special arrangements recommended for the test must be confirmed by relevant professionals (such as speech therapists, doctors, educational psychologists, clinical psychologists and audiologists) as appropriate to the needs of the students concerned and the same special arrangements were made for the students concerned during school internal tests/examinations at P6. Besides, primary schools have to furnish the secondary schools with documents relating to special arrangements for tests/examinations for review by the EDB as necessary.

#### Switch of schools at primary/secondary level

14. For primary and secondary schools, when their students with SEN switch school, they should use an appropriate parental consent form (see sample at Appendix 3), to seek parents' consent for transferring the basic SEN information of the students concerned (e.g. SEN type and tier of support required) to the recipient schools via SEMIS, so that the recipient schools can understand the SEN of the students concerned and provide appropriate support. Besides, schools have to pass within one month the respective information of these students (e.g. medical reports, assessment reports, summary of the support rendered, succinct learning records and teaching strategy suggestions), together with the original copy of the duly signed parental consent form, to the recipient schools. Since such information can facilitate the recipient schools' early identification of the SEN of the students and provision of support, schools are appealed to encourage parents to consent to the transfer of SEN information of their children.

15. For newly transferred students with SEN whose duly signed parental consent forms are not available from their original schools or whose relevant information is not available in SEMIS, the recipient schools should use an appropriate parental consent form (see sample at Appendix 1) to seek parents' consent for storing the SEN information of these students in SEMIS to facilitate the use of such information by the EDB and the schools for educational purposes.

#### Secondary school to post-secondary institution

16. To ensure that secondary school leavers with SEN can receive appropriate support no matter they choose to pursue further studies in local post-secondary institutions, receive vocational and professional education and training or take other courses, secondary schools should discuss post-schooling arrangements with these

students and their parents as early as possible. When students have offers from post-secondary institutions/related organisations (institutions/organisations), schools should, with the consent of both parents and students<sup>5</sup>, liaise with the student affairs offices or the designated officers of related departments of the institutions/organisations to work out arrangements for the transfer of SEN information of the students concerned. To facilitate contacts, the EDB compiles an updated contact list of local institutions/organisations annually and uploads it onto the SENSE information website<sup>6</sup> for schools' and parents' reference.

17. To further enhance the information transfer procedures, a new electronic channel has been established in SEMIS to facilitate secondary schools to transfer SEN information of school leavers to their recipient institutions/organisations, thus ensuring that secondary schools take timely actions to enhance the effectiveness of transition and adaptation of secondary school leavers to institutions/organisations. As such, secondary schools should use a designated parental consent form (see sample at Appendix 4) to seek parents' and students' consent for transferring SEN information (e.g. SEN type, tier of support required<sup>7</sup>, summary of the support rendered, recommendations on special examination arrangements, medical reports, etc.) of relevant students, together with the duly signed consent forms, to the recipient institutions/organisations via SEMIS. Secondary schools may download the "Special Education Management Information System – User Manual for Secondary Schools" from SEMIS for the details of the information transfer procedures.

## **Enquiries**

18. For enquiries, primary schools may contact Inspectors of the Special Education Support 3 Section, and secondary schools may contact Inspectors of the Special Education Support 4 Section.

Ms Joyce YIP  
for Secretary for Education

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<sup>5</sup> If the students concerned are aged 18 or above with normal intelligence and are not mentally incapacitated, schools have to seek their consent.

<sup>6</sup> SENSE website (<https://sense.edb.gov.hk>): Home > Integrated Education > Transition through Different Learning Stages > Secondary to post-secondary education > contact list of local post-secondary institutions/ educational organisations or click on the link below:  
[https://sense.edb.gov.hk/uploads/page/integrated\\_education/Transition\\_through\\_Different\\_Learning\\_Stages/Secondary\\_to\\_post-secondary\\_education/ps\\_contact\\_en.pdf](https://sense.edb.gov.hk/uploads/page/integrated_education/Transition_through_Different_Learning_Stages/Secondary_to_post-secondary_education/ps_contact_en.pdf)

<sup>7</sup> Applicable to government, aided and caput secondary schools.

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

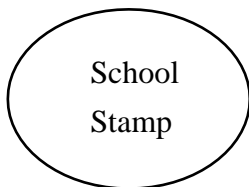
Dear Parent/Guardian of \_\_\_\_\_(name of student),

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).]



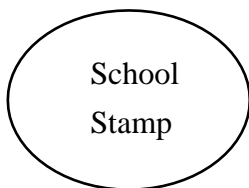
**SAMPLE**  
**Parental Consent Form**  
**for Transfer of Information of Students with Special Educational Needs**  
**(applicable to Primary Six students proceeding to Secondary One**  
**through the Secondary School Places Allocation)**

Dear Parent/Guardian of \_\_\_\_\_(name of student),

Your child is going to proceed to secondary schooling. We hereby seek your consent for us to pass his/her information on special educational needs (SEN) (e.g. medical reports, assessment reports, summary of the support rendered, learning records and teaching strategy suggestions), together with your written consent, to his/her recipient secondary school, and for the Education Bureau (EDB) to transfer the relevant information (e.g. SEN type and tier of support required) to the secondary school via the EDB's Special Education Management Information System (SEMIS), so as to facilitate the school's early identification of his/her SEN and provision of appropriate support. The EDB will also provide support for the school accordingly. Please note that the transfer of such information will not affect the result for Secondary School Places Allocation of your child. Without your consent, the EDB and the school concerned 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. If necessary, please make your request to the school that your child is attending.

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 pass the information of the special educational needs (SEN) of \_\_\_\_\_ (name of student), together with this reply slip, to his/her recipient secondary school, and for the Education Bureau (EDB) to transfer his/her relevant information (e.g. SEN type and tier of support required) to the secondary school via the EDB's Special Education Management Information System (SEMIS), so that the EDB and the school concerned may use such information for educational purposes, which include facilitating the school's identification of his/her SEN and provision of appropriate support.

I **do not give my consent** for your school to transfer the SEN information of \_\_\_\_\_ (name of student) to his/her recipient secondary school 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).]

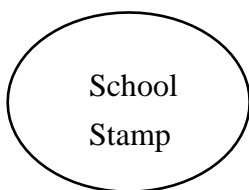
**SAMPLE**  
**Parental Consent Form**  
**for Transfer of Information of Students with Special Educational Needs**  
**(applicable to students going to switch to another primary/secondary school)**

Dear Parent/Guardian of \_\_\_\_\_(name of student),

It has come to our knowledge that, your child is going to switch to another primary/secondary school. We hereby seek your consent for us to pass his/her information on special educational needs (SEN) (e.g. medical reports, assessment reports, summary of the support rendered, learning records and teaching strategy suggestions), together with your written consent, to his/her recipient school, and for the Education Bureau (EDB) to transfer the relevant information of your child (e.g. SEN type and tier of support required) via Special Education Management Information System (SEMIS) to his/her recipient school, so as to facilitate the school's early identification of his/her SEN and provision of appropriate support. The EDB will also provide support for the school accordingly. Without your consent, the EDB and the school concerned 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. If necessary, please make your request to the school that your child is attending.

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 pass the information of the special educational needs (SEN) of \_\_\_\_\_(name of student), together with this reply slip, to his/her recipient primary/secondary school, and for the Education Bureau (EDB) to transfer his/her SEN information (e.g. SEN type and tier of support required) to his/her recipient school via the EDB's Special Education Management Information System (SEMIS), so that the EDB and the school concerned may use such information for educational purposes, which include facilitating the school's identification of his/her SEN and provision of appropriate support.

I **do not give my consent** for your school to transfer the SEN information of \_\_\_\_\_(name of student) to his/her recipient school 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).]

**SAMPLE  
Parental Consent Form**

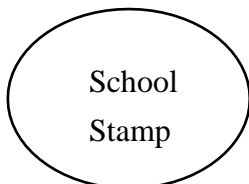
**for Transfer of Information of Students with Special Educational Needs  
(applicable to secondary school leavers proceeding to local post-secondary institutions,  
receiving vocational and professional education and training or studying other courses)**

Dear Parent/Guardian of \_\_\_\_\_(name of student),

Your child is about to pursue post-secondary education, receive vocational and professional education and training or study other courses. We hereby seek your consent for our school to transfer his/her information on special educational needs (SEN) (e.g. special examination arrangements, summary of the support rendered and medical reports) to his/her recipient institution/organisation via the Special Education Management Information System (SEMIS) of the Education Bureau so that the institution/organisation concerned understands his/her learning needs and provide appropriate support early. Please note that our school will arrange for the transfer of information only upon receiving the proof of admission to a local institution/organisation (e.g. admission notice, tuition fee receipt) provided by you. Although our school arranges for the above-mentioned information transfer, the student is still required to declare his/her SEN according to the requirements of individual institution/organisation. If you do not give consent for our school to arrange the transfer of the information, we encourage the student to make relevant declarations directly to the institution/organisation so that the institution/organisation can provide him/her with the necessary support.

Under the Personal Data (Privacy) Ordinance, you have the right to request access to and update the 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: \_\_\_\_\_

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**Reply Slip**

To: Principal of \_\_\_\_\_ (name of school)

**Part I: To be completed by Parent/Guardian (mandatory)**

I **give my consent** for your school to transfer the special educational needs (SEN) information of \_\_\_\_\_ (name of student), together with this reply slip, to his/her recipient local institution/organisation via the Special Education Management Information System (SEMIS) of the Education Bureau for educational purposes, which include facilitating the institution/organisation to understand his/her learning needs and provision of appropriate support early.

I **do not give my consent** for your school to transfer the SEN information of \_\_\_\_\_ (name of student) to his/her recipient local institution/organisation.

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Contact number of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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**Part II: To be completed by student (mandatory for students aged 18 or above with normal intelligence and are not mentally incapacitated)**

I **give my consent** for your school to transfer my special educational needs (SEN) information, together with this reply slip, to my recipient local institution/organisation via the Special Education Management Information System (SEMIS) of the Education Bureau for educational purposes, which include facilitating the institution/organisation to understand my learning needs and provision of appropriate support early.

I **do not give my consent** for your school to transfer my SEN information to my recipient local institution/organisation.

[Please put a ✓ in the appropriate box.]

Signature of Student : \_\_\_\_\_

Name of Student : \_\_\_\_\_

Contact number of Student : \_\_\_\_\_

Date: \_\_\_\_\_