

**Delia Memorial School (Broadway)****Parental Consent Form -- Transfer of Student Information on Special Educational Needs**Date: 5<sup>th</sup> Sep 2019

Dear Parent,

We would like to seek your consent for

1. our school the above student is studying at to register and update the relevant information of the student in the Special Education Management Information System (SEMIS) of the Education Bureau (EDB) which will use the information for educational purposes;
2. our school the above student is studying at to transfer his/her relevant information on special educational needs (SEN) (such as medical reports, assessment reports, learning records and recommendations for learning and teaching and consent form completed below) to any recipient school(s), to which the student will be transferred or admitted, to facilitate the school in understanding the student's learning needs and arranging appropriate support for him/her;
3. EDB to transmit the SEN information of the above student in SEMIS to the new recipient school(s)/school to which the student is allocated through the Secondary School Places Allocation (SSPA) facilitate its understanding of the student's learning needs such that appropriate support would be arranged for him/her. In case the above student changes to another school after the SSPA exercise, the allocated school is required by EDB to promptly delete the SEN information obtained through SEMIS; and
4. the new recipient school(s) to use the relevant information of the above student in the ways and for the purposes as stated in paragraphs 1-3 above.

This arrangement of transfer of information will apply whenever the above named student is transferred to a new school / allocated / admitted to secondary school. Please complete the reply slip below and return it to us by 20<sup>th</sup> Sep 2019.

Yours faithfully,



K.C. Lo

Principal

**Reply Slip (PN\_1920\_021)**Re: Transfer of Student Information on Special Educational Needs

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

Dear Mr. Lo

I refer to your letter of 4<sup>th</sup> Sep 2019 on the caption. I \*hereby give my consent / do not give my consent for:

1. your school my child is studying at to register and update the relevant information of my child in the Special Education Management Information System (SEMIS) of the Education Bureau (EDB) for educational purposes;
2. your school my child is studying at to transfer relevant information on special educational needs (SEN) (such as medical reports, assessment reports, learning records and accommodations for learning and teaching and this completed reply slip) to any recipient school(s), to which my child will be transferred or admitted, to facilitate the school in understanding my child's learning needs and arranging appropriate support for him/her;
3. EDB to transmit the SEN information of my child in SEMIS by EDB to the recipient school(s) / school to which my child is allocated through the Secondary School Places Allocation (SSPA) to facilitate its understanding of my child's learning needs such that appropriate support would be arranged for him/her; and
4. the new recipient school(s) to use the relevant information of my child in the ways for the purposes as stated in paragraphs 1-3 above.

I understand and agree that this arrangement of transfer of information will apply whenever my child is transferred to a new school / allocated / admitted to secondary school. I understand that the allocated school is required by EDB to promptly delete the SEN information obtained through SEMIS in case my child changes to another school after the SSPA exercise.

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

\* Delete whichever is inappropriate.