



Ref no: 023E

10th September, 2026

Dear Parent/Guardian,

Parental Consent Form
for Submission of Information of Students with Special Educational Needs

It has come to our knowledge that your child, has ~~special needs~~/special educational needs (SEN)/~~academically low achievement (ALA)~~, and we will provide him/her with support according to the 3-Tier Intervention Model.

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 SEN. With parental consent, schools have to submit information of students with ~~special needs~~/SEN/~~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. for allocation of additional resources, provision of professional support, and compilation of statistics). Information of your child will only be used for such purposes.

We hereby seek your consent to having information of the ~~special needs~~/SEN/~~ALA~~ 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.

Under the Personal Data (Privacy) Ordinance, you have the right to request access to and update of your child's personal information, and to change your option. Please make your request to us if necessary.

Kindly complete the reply slip below and return it to us by 14th September, 2026.

Yours faithfully,

Ms Kathy Chung
Principal

----- Reply Slip -----
To: Principal of Po Kok Primary School (Ref no: 023E)

☐ I **give my consent** for your school to input information of the ~~special needs~~/special educational needs (SEN)/~~academically low achievement (ALA)~~ of 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~~ of 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: _____