

**HKTA YYI Shek Wai Kok Primary School**  
**Notice of Renewal of Students' Particulars of School Year 2021-2022 (202109028)**

10<sup>th</sup> September, 2021

Dear Parents/Guardians:

In order to communicate with parents and handle student affairs more conveniently, as well as to provide suitable information about financial assistance schemes, students' particulars have to be updated.

Attached is the form of students' particulars. Please be reminded that details should be **checked carefully** and this notice has to be **sealed properly** upon completion (Refer to the top of next page).

Students should submit this notice to their class teachers **on or before 20<sup>th</sup> September, 2021**. All information will be kept confidential and be used only for school purposes.

Best Regards,



Principal: \_\_\_\_\_

Mak Yee Wah

---

Class:

Student's Name:

## Form of Student's Particulars

(Please complete this form in block letters if amendments are needed)

Student's Name :	(Chinese)	(English)
Date of Birth :		
Address :		
Main Contact Number (One only) :		
Parent's Name & Contact Number :	Father's Name :	Tel : Available on Whatsapp? (Yes / No)
	Mother's Name :	Tel : Available on Whatsapp? (Yes / No)
	Guardian( ) :	Tel : Available on Whatsapp? (Yes / No)
Emergency Contact Number :	Name & Relationship with student(s) : ( )	Tel :
Parent's Email Address :	Relationship with student(s): ( )	
Application status of subsidy in this year :	<input type="checkbox"/> Not Applicable	
	<input type="checkbox"/> <b>Approved Application(s) :</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The School Textbook Assistance (TA) Scheme (Full Grant)</li> <li><input type="checkbox"/> The School Textbook Assistance (TA) Scheme (Half Grant)</li> <li><input type="checkbox"/> Comprehensive Social Security Assistance (CSSA) Scheme</li> <li><input type="checkbox"/> Low-income Working Family Allowance (LIFA) Scheme</li> </ul> <p style="text-align: center;">(Please <b>provide copies of related documents</b> for eligibility check of certain applications)</p>	
(Please tick in appropriate boxes)	<input type="checkbox"/> <b>Application(s) to be approved :</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The School Textbook Assistance (TA) Scheme (Full Grant)</li> <li><input type="checkbox"/> The School Textbook Assistance (TA) Scheme (Half Grant)</li> <li><input type="checkbox"/> Comprehensive Social Security Assistance (CSSA) Scheme</li> <li><input type="checkbox"/> Low-income Working Family Allowance (LIFA) Scheme</li> </ul> <p style="text-align: center;">(Please <b>provide copies of related documents after successful eligibility check</b> of certain applications)</p>	

Dear Teacher(s):

I have verified and updated my son/daughter's personal particulars. Prompt notices will be given upon any alterations to ensure information is up-to-date.

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent's / Guardian's Signature: \_\_\_\_\_

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

(Class teachers please return reply slips to Miss Tai)