

**Delia Memorial School (Hip Wo)**  
**Guidance notes on filling Student's Particulars Record 2014-2015**

**Part (1) Candidate's Particulars:**

<b>Name in English</b>	Write down your <b>FULL</b> name as stated in your HKID Card/ Passport
<b>STRN No.</b>	Write down your Student Reference Number as stated in your report card
<b>Given Name</b>	Write down your first name/ commonly called name
<b>Surname</b>	Write down your family name as stated on your HKID/Passport
<b>Name in Chinese</b>	Write down your Chinese Name (if any) as stated in your HKID If you have no Chinese Name on your HKID, please indicate with a “ / ”
<b>Sex</b>	Indicate your gender here. Either “M/ Male” or “F/Female”
<b>C C Code</b>	If you have a Chinese Name on your HKID, a Chinese Commercial Code (C C Code) will be stated under your name. Write the 12-digit code here
<b>District Council</b>	There are 18 District Councils (please refer to District Council sheet). Write down the district in which you live in.

	<b><u>District</u></b>	<b><u>Areas Included in the District</u></b>
<b>Hong Kong</b>	<b>Central &amp; Western District</b>	Mt. Davis; Kennedy Town; Sai Ying Pun; Shueng Wan; Central; Midlevels and Peak
	<b>Wan Chai District</b>	Wan Chai; Central Causeway Bay; Happy Valley; Tai Hang; So Kon Po
	<b>Eastern District</b>	North Causeway Bay; South Causeway Bay; North Point; Quarry Bay; Sai Wan Ho; Shau Kei Wan; Chai Wan
	<b>Southern</b>	Pok Fu Lam; Aberdeen; Ap Lei Chau; Wong Chuk Hang; Stanley; Shek O
<b>Kowloon</b>	<b>Yau Tsim Mong</b>	Tsim Sha Tsui; Jordan; Yau Ma Tei
	<b>Mong Kok</b>	Mong Kok; Tai Kok Tsui
	<b>Sham Shui Po</b>	Lai Chi Kok; Cheung Sha Wan; So Uk; Lei Cheung Uk; Sham Shui Po; Shek Kip Mei; Pak Tin; Nam Shan; Yau Yat Chuen
	<b>Kowloon City</b>	Kowloon City; Kowloon Tong; Ma Tau Wai; Ho Man Tin; To Kwa Wan; Hung Hom
	<b>Wong Tai Sin</b>	Wang Tau Hom; Wong Tai Sin; Tung Tau; Tin Ma; San Po Kong; Choi Hung; Tsz Wan Shan; Diamond Hill; Ngau Chi Wan
	<b>Kwun Tong</b>	Jordan Valley; Ngau Tau Kok; Kowloon Bay; Ping Shek; Kwun Tong; Sau Mau Ping; Lam Tin; Yau Tong; Lei Yue Mun
<b>New Territories</b>	<b>Kwai Tsing</b>	Shek Yam Estate; Shek Lei Estate; Ha Kwai Chung; Tsing Yi
	<b>Tsuen Wan</b>	Lei Muk Shue Estate; Tsuen Wan; Sham Tseng; Ma Wan; Lantau Island North-east
	<b>Tuen Mun</b>	Tai Lam Chung; Castle Peak; Tuen Mun

<b>Yuen Long</b>	Yuen Long
<b>North</b>	Sheung Shui; Fanling; Ta Kwu Ling; Sha Tau Kok; Lo Wu
<b>Tai Po</b>	Sai Kung North; Tai Po
<b>Sha Tin</b>	Sha Tin; Ma Liu Shui; Ma On Shan; Wu Kai Sha
<b>Sai Kung</b>	Tiu Keng Leng; Hang Hau; Tseung Kwan O; Sai Kung Central and Pak Sha Wan; Sai Kung Islands
<b>Islands</b>	Lamma Islands, Peng Chau; Cheung Chau; Lantau Island (Except Lantau Island North-east); Po Toi Island

<b>Origin</b>	Write the name of the country where your parents are from
<b>HKID Card No.</b>	Write your HKID number as stated on your ID card.
<b>Nationality</b>	Indicate your nationality with reference to the passport(s) you are holding For example, British, Pakistani, Indian, etc.  If you hold dual nationality, write the name of the country you hold citizenship.
<b>Date of Birth</b>	Write your date of birth in the correct format: dd/mm/yy For example, 17 December 2003 would be 17/12/2003.
<b>Ethnicity</b>	Write down the Code Value of which ethnic group you belong to. Please refer to the Code Table on Ethnicity for the Code Values. For example, if you are Pakistani, please write PAK.

**种族代码表**  
**Code Table on Ethnicity**

代码 Code Value	代码说明	Code Description
CHI	华人 (包括: 汉、满、苗、壮、 瑶及中国其他少数民族)	Chinese (Including: Hanzu, Manzu, Mengguzu, Huizu, Zangzu and other Chinese minorities)
PHL	菲律宾人	Filipino
IDN	印尼人	Indonesian
JPN	日本人	Japanese
KOR	韩国人	Korean
THA	泰国人	Thai
IND	印度人	Indian
PAK	巴基斯坦人	Pakistani
BNG	孟加拉人	Bangladeshi
SLK	斯里兰卡人	Sri-Lankan
VNM	越南人	Vietnamese
NPL	尼泊尔人	Nepalese
ZAS	其他亚洲人 (例如: 马来西亚人)	Other Asian (e.g. Malaysian)
ZWH	白人 (例如: 英国人、澳洲人、 德国人、葡萄牙人)	White (e.g. English, Australian, German, Portuguese)
ZBK	黑人 (例如: 索马利人、海地 人、牙买加人)	Black (e.g. Somali, Haitian, Jamaican)
999 *	其他以上没有分類的種族 (例如: 拉丁美洲人、埃及 人、摩洛哥人)或混血兒	Other ethnicities not classified above (e.g. Latin American, Egyptian, Moroccan) or mixed ethnicity
INA **	沒有資料	Information Not Available

\* 每名学生只填报一个种族代码。混血儿学生的种族可以代码“999”表示或以有相关长/监护人/学生认为最合适的种族代码表示。Only one Ethnicity code is needed to be reported for each student. The Ethnicity code for a mix-race student may be reported as “999” or any one code the parent/guardian/student concerned considers most appropriate.

\*\* 若有关学生的种族资料不详或不能提供, 请填上“INA”的代码。“INA” may be used for reporting the case where the information on the Ethnicity of a student is not available or cannot be provided.

Age	Write down your age (calculating from your year of birth until today)
Spoken Language at Home	Write down the language you speak at home in Code Values. Please refer to the Code Table on Spoken Language at Home. For example, if you speak Urdu at home, please write URD.

家中使用語言代碼表  
Code Table on Spoken Language at Home

代碼 Code Value	代碼說明	Code Description
CHI	華語 (包括：廣州話、湖州話、四邑話、客家話、普通話、福建話、上海話及其他中國方言)	Chinese (Including: Cantonese, Chiu Chau, Sze Yap, Hakka, Putonghua, Fukien, Shanghai Chinese and other Chinese dialects)
PHL	菲律賓語	Filipino
IDN	印尼語	Indonesian
JPN	日本語	Japanese
KOR	韓國語	Korean
THA	泰語(泰國)	Thai
HND	印地語(印度)	Hindi
URD	烏爾都語	Urdu
BNG	孟加拉語	Bengali
SNH	斯里蘭卡語	Sinhalese
VNM	越南語	Vietnamese
NPL	尼泊爾語	Nepali
ZAS	其他亞洲及大洋洲語	Other Asian and Oceanian languages
ENG	英語	English
IRI	愛爾蘭語	Irish
FRE	法語	French
GER	德語	German
ITA	意大利語	Italian
PRT	葡萄牙語	Portuguese
SPA	西班牙語	Spanish
DUT	荷蘭語	Dutch
RUS	俄語(俄國)	Russian
ZEU	其他歐洲語言	Other European language
999 <sup>#</sup>	其他以上沒有分類的語言	Other languages not classified above
INA <sup>##</sup>	沒有資料	Information Not Available

<sup>#</sup> 每名學生只須填報一個家中使用語言代碼。來自雙/多語家庭學生的家中使用語言可以代碼“999”表示或以有關家長/監護人/學生認為最合適的家中使用語言代碼表示。Only one Spoken Language at Home code is needed to be reported for each student. The Spoken Language at Home code for a student from a bi/multi-lingual family may be reported as “999” or any one code the parent/guardian/student concerned considers most appropriate.

<sup>##</sup> 若有關學生的家中使用語言資料不詳，不能提供或該名學生為一名聾啞人士，請填上“INA”的代碼。“INA” may be used for reporting the case where the information on the Spoken Language at Home of a student is not available, cannot be provided or the student concerned is a deaf/mute person.

Place of Birth	Write down your country of birth
Non-Chinese Speaking	Please circle “Yes” if your mother-tongue is not Chinese.
Religion	Write down your religion here.
Class (13-14) (For Old Student Only)	Write down the class you studied in during the academic year 2013-2014.
Newly Arrived Student's Native Land	If you are newly arrived to Hong Kong, write down the country from which you come from.
Level (13-14) (For New	If you are newly arrived to Hong Kong, write down the class studied in in

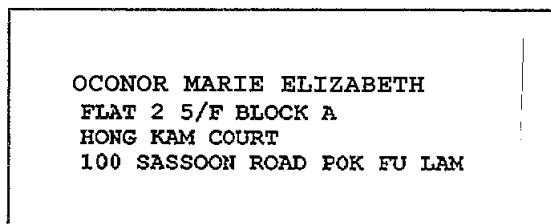
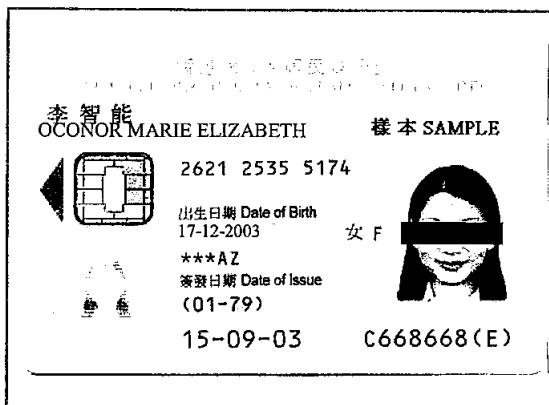
<b>Student Only)</b>	your home country.
<b>Date First arriving H.K.</b>	Please write down the date of your first arrival to Hong Kong in the correct format of dd/mm/yy. For example, if you first arrived in Hong Kong on 17 August 2008, please write 17/08/2008.
<b>Octopus No.</b>	Please refer to your Octopus card and fill in your 8-or 9- digit number.

**Example:**

Class (14-15): \_\_\_\_\_ Class No. \_\_\_\_\_ (Office use only)

**(1) Candidate's Particulars:**

Name in English	OCONOR MARIE ELIZABETH	STRN No.	C 668668
Given Name	MARIE	Surname	OCONOR
Name in Chinese	李智能	Sex	F
CC Code	2621 2535 5174	District Council	SOUTHERN DISTRICT
Other Name		Origin	THE PHILIPPINES
HKID Card No.	C 668668 (E)	Nationality	FILIPINO
Date of Birth	17-12-2003	Ethnicity	PHL
Age	11	Spoken Language at Home	PHL
Place of Birth	HONG KONG	Non-Chinese Speaking	<input checked="" type="radio"/> Yes <input type="radio"/> No
Religion	CHRISTIAN	Class(13-14)(For Old Student Only)	/
Newly Arrived Student's Native Land	/	Level(13-14)(For New Student Only)	/
Date First arriving H.K.	/	Octopus No.	40061103 (0)



## Part (2) Address:

<b>Tel. No. (Home)</b>	Write down your Home Telephone number (beginning with digits 2- or 3-)	
<b>Student's Mobile Phone</b>	Write down your mobile phone number (beginning with digits 5-,6- or 9-). If you do not have a mobile phone, please indicate with a “/”.	
<b>E-mail</b>	Write down your e-mail address	
<b>English Address</b>		
<b>Flat</b>	Write your flat number in English (if any)	
	Write down the floor you live on in English (if any)	
	Write down your block number in English (if any)	
	Write down the estate you live in in English (if any)	
	Write down the street name and number you live on in English	
	Write down the district you live in in English	
<b>Chinese Address</b>		
<b>Flat</b>	Write your flat number in Chinese (if any)	
	Write down the floor you live on in Chinese (if any)	
	Write down your block number in Chinese (if any)	
	Write down the estate you live in in Chinese (if any)	
	Write down the street name and number you live on in Chinese	
	Write down the district you live in in Chinese	
<b>Area</b>	Circle the area you live in	

### Example:

**(2) Address:**

Tel.No.(Home)	2312 3456		Student's Mobile Phone			9123 4567
E-mail	010N0R0M0R0I1E@GMAIL.COM					
English Address	Flat	2	Floor	5	Block	C
	Building	HONG KAM COURT				
	Village/Estate	/				
	Street and No.	100 SASSOON ROAD, POK FU LAM				
	District	SOUTHERN DISTRICT				
Chinese Address	Flat	2 室	Floor	5 樓	Block	C 座
	Building	康錦閣				
	Village/Estate	/				
	Street and No.	薄扶林沙宣道 100 號				
	District	南區				
Area	(Hong Kong) Kowloon/ New Territories					

**Part 3: Guardian's (All the information in this section should be filled)**

<b>Title</b>	Write down the title of your guardian. For example, Mr./Mrs./Ms./Dr./Prof., etc.	
<b>Relationship</b>	Write down the relationship you have with your guardian For example, father, mother, uncle, aunt, etc.	
<b>Name in English</b>	Write down your guardian's <b>FULL</b> name in English	
<b>Name in Chinese</b>	Write down your guardian's <b>FULL</b> name in Chinese, if any.	
<b>HK ID Card No.</b>	Write down your guardian's HKID card number as stated on their ID card.	
<b>Occupation</b>	Write down your guardian's occupation.  For example, manager, shop assistant, etc. If your guardian is not working, please write unemployed. If your guardian has their own business, please write self-employed. If your guardian is a housewife, please write housewife.	
<b>Tel. No.</b>	Write down your guardian's telephone number (landline), beginning with digits 2- or 3-	
<b>Mobile No.</b>	Write down your guardian's mobile number, beginning with digits 5-,6- or 9-.	
<b>Emergency Tel. No.</b>	Write down the number on which your guardian can be contacted anytime.	
<b>E-mail</b>	Write down your guardian's e-mail address.	
<b>Contact Information</b>	If the contact information (address) of your guardian is the same as you, please tick the box "Same as Student's address". You do not need to complete the section below.	
<b>English Address</b>	<b>Flat</b>	Write your guardian's flat number in English (if any)
	<b>Floor</b>	Write down the floor your guardian lives on in English (if any)
	<b>Block</b>	Write down your guardian's block number in English (if any)
	<b>Village/Estate</b>	Write down the estate your guardian lives in in English (if any)
	<b>Street and No.</b>	Write down the street name and number your guardian lives on in English
	<b>District</b>	Write down the district your guardian lives in in English
<b>Chinese Address</b>	<b>Flat</b>	Write your guardian's flat number in Chinese (if any)
	<b>Floor</b>	Write down the floor your guardian lives on in Chinese (if any)
	<b>Block</b>	Write down your guardian's block number in Chinese (if any)
	<b>Village/Estate</b>	Write down the estate your guardian lives in in Chinese (if any)
	<b>Street and No.</b>	Write down the street name and number you live on in Chinese

	<b>District</b>	Write down the district you live in in Chinese
<b>Area</b>	Circle the area you live in	
<b>Signature</b>	Please ask your guardian to sign here.	

### Example:

**(3) Guardian's (All the information in this section should be filled);**

Title	MR.			Relationship	FATHER
Name in English	O CONOR JAMES WILLIAM			Name in Chinese	/
HK ID Card No.	Z123456(7)			Occupation	MANAGER
Tel.No.		Mobile Phone	9997 7999	Emergency Tel.No.	9997 7999
E-mail	OCONORJAMES@GMAIL.COM				
Contact Information	<input checked="" type="checkbox"/> Same as Student's address				
English Address	Flat		Floor		Block
	Building				
	Village/Estate				
	Street and No.				
	District				
Chinese Address	Flat		Floor		Block
	Building				
	Village/Estate				
	Street and No.				
	District				
Area	Hong Kong/ Kowloon/ New Territories				
Signature					

Note: If the student lives with Guardian, it is not necessary to fill in the address again.

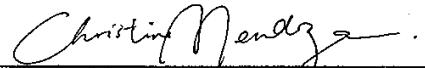
## **Part 4: Parents' Particulars**

	<b>Father</b>	<b>Mother</b>
<b>Name in English</b>	Write down your father's <b>FULL</b> name in English	Write down your mother's <b>FULL</b> name in English
<b>Name in Chinese</b>	Write down your father's <b>FULL</b> name in Chinese, if any.	Write down your mother's <b>FULL</b> name in Chinese, if any.
<b>Occupation (Position)</b>	Write down your father's occupation.	Write down your mother's occupation.
	If your guardian is not working, please write unemployed. If your guardian has their own business, please write self-employed. If your guardian is a housewife, please write housewife.	
<b>Name of Employer</b>	Write down the name of the Company your father works for	Write down the name of the Company your mother works for
<b>Telephone (Office)</b>	Write down your father's Office	Write down your mother's Office

	telephone number	telephone number
<b>Home Address</b>	Write down your father's home address	Write down your mother's home address
If your parents reside with you, you do not need to write your home address again, please indicate "same as above".		
<b>Telephone (Home)</b>	Write down your father's home number.	Write down your mother's home number.
<b>Signature</b>	Please ask your father to sign here.	Please ask your mother to sign here.

**Example:**

**(4) Parents' Particulars:**

	Father	Mother
Name in English	OCONOR JAMES WILLIAM	CHRISTINE MENDOZA
Name in Chinese	/	/
Occupation (Position)	MANAGER	HOUSEWIFE
Name of Employer	APPLE TRADING STORE LTD.	/
Telephone (Office)	2345 6543	/
Home Address	SAME AS ABOVE	SAME AS ABOVE
Telephone (Home)	2312 3456	2312 3456
Signature		

Note: 1. If father or mother has passed away or their particulars are lost or uncertain because of unknown reasons, just enter "deceased" or "uncertain" under the item "Name" of "father" or "mother" column and leave the rest of the items blank.  
 2. If the student lives with parents, it is not necessary to fill in the address again.

**(5) Information of brother or sister who is in this school:**

Name	Class	Relation
Write the name of your brother/sister who is currently studying in <b>THIS</b> school. You should exclude writing your cousins information	Write the class of your brother/sister	Write your relationship with your sibling. Example: Brother or Sister.

**Example:**

**(5) Information of brother or sister who study in the school:**

	Name	Class	Relation		Name	Class	Relation
1	OCONOR BRIAN JACK	3C	BROTHER	3			
2				4			

**(6) In case of emergency, persons that the school should contact other than the guardian:**

Name	Telephone Class	Relation
Write the name of any other relative/guardian residing in Hong Kong that can be contacted in case of emergency (e.g. Aunt, Uncle, Grandparents, etc).	Write the number on which the person can be contacted anytime	Write your relationship with the person listed in this section.

**Example:**

**(6) In case of emergency, persons that the school should contact other than the guardian:**

	Name	Telephone	Relation
1.	CHRISTINE MENDOZA	2312 3456	MOTHER
2.	JOHNNY MENDOZA	5432 1234	UNCLE
3.			

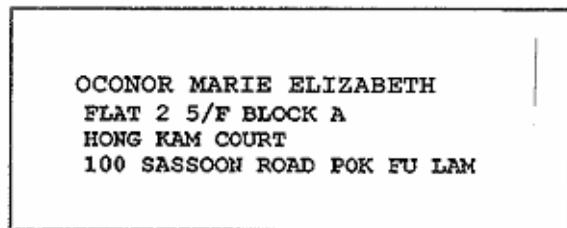
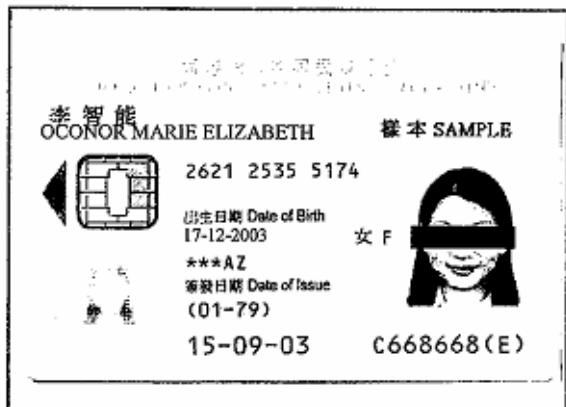


**Dena Memorial School (Hip Wo)**  
Student's Particulars Record 2014-2015

Class (14-15): \_\_\_\_\_ Class No. \_\_\_\_\_ (Office use only)

**(1) Candidate's Particulars:**

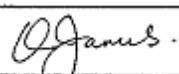
Name in English	OCONOR MARIE ELIZABETH	STRN No.	C668668
Given Name	MARIE	Surname	OCONOR
Name in Chinese	李 智能	Sex	F
C C Code	2621 2535 5174	District Council	SOUTHERN DISTRICT
Other Name		Origin	THE PHILIPPINES
HKID Card No.	C668668 (E)	Nationality	FILIPINO
Date of Birth	17-12-2003	Ethnicity	PHL
Age	11	Spoken Language at Home	PHL
Place of Birth	HONG KONG	Non-Chinese Speaking	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Religion	CHRISTIAN	Class(13-14)(For Old Student Only)	/
Newly Arrived Student's Native Land	/	Level(13-14)(For New Student Only)	/
Date First arriving H.K.	/	Octopus No.	4D061103 (0)



**(2) Address:**

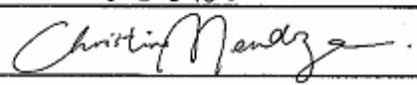
Tel.No.(Home)	2312 3456		Student's Mobile Phone		9123 4567	
E-mail	OCONORMARIE@GMAIL.COM					
English Address	Flat	2	Floor	5	Block	C
	Building	HONG KAM COURT				
	Village/Estate	/				
	Street and No.	100 SASSOON ROAD, POK FU LAM				
	District	SOUTHERN DISTRICT				
Chinese Address	Flat	2 室	Floor	5 樓	Block	C 座
	Building	康錦閣				
	Village/Estate	/				
	Street and No.	薄扶林沙宣道 100 號				
	District	南區				
Area	(Hong Kong) Kowloon/ New Territories					

(3) Guardian's (All the information in this section should be filled):

Title	MR.			Relationship	FATHER
Name in English	O'CONOR JAMES WILLIAM			Name in Chinese	/
HK ID Card No.	Z123456(7)			Occupation	MANAGER
Tel.No.	Mobile Phone	9997 7999		Emergency Tel.No.	9997 7999
E-mail	OCONORJAMES@GMAIL.COM				
Contact Information	<input checked="" type="checkbox"/> Same as Student's address				
English Address	Flat		Floor		Block
	Building				
	Village/Estate				
	Street and No.				
	District				
Chinese Address	Flat		Floor		Block
	Building				
	Village/Estate				
	Street and No.				
	District				
Area	Hong Kong/ Kowloon/ New Territories				
Signature					

Note: If the student lives with Guardian, it is not necessary to fill in the address again.

(4) Parents' Particulars:

	Father	Mother
Name in English	O'CONOR JAMES WILLIAM	CHRISTINE MENDOZA
Name in Chinese	/	/
Occupation (Position)	MANAGER	HOUSEWIFE
Name of Employer	APPLE TRADING STORE LTD.	/
Telephone (Office)	2345 6543	/
Home Address	SAME AS ABOVE	SAME AS ABOVE
Telephone (Home)	2312 3456	2312 3456
Signature		

Note: 1. If father or mother has passed away or their particulars are lost or uncertain because of unknown reasons, just enter "deceased" or "uncertain" under the item "Name" of "father" or "mother" column and leave the rest of the items blank.  
 2. If the student lives with parents, it is not necessary to fill in the address again.

(5) Information of brother or sister who study in the school:

	Name	Class	Relation		Name	Class	Relation
1	O'CONOR BRIAN JACK	3C	BROTHER	3			
2				4			

(6) In case of emergency, persons that the school should contact other than the guardian:

	Name	Telephone	Relation
1.	CHRISTINE MENDOZA	2312 3456	MOTHER
2.	JOHNNY MENDOZA	5432 1234	UNCLE
3.			