

致： 各已安裝網上學校行政及管理系統並參加「實際在學人數點算2018」調查學校的校長

由： 教育局

日期： 2018年9月17日

2018/19學年9月點算在學學生人數安排的提示

繼本局學校發展分部於2018年9月13日發出給各資助及按位津貼中小學有關「2018/19學年9月點算實際在學人數－因應惡劣天氣情況的應變措施」的信函，我們希望再次提醒各有關學校(包括官立學校)，點算在學學生人數調查，現已順延至9月19日(星期三)進行。此外，本局亦已於9月13日透過聯遞系統，把一個新的參數檔案，傳送到貴校的網上校管系統。

貴校必須先將上述參數檔案匯入網上校管系統才可進行調查。如貴校已使用舊有參數檔案以預備外發資料，請先取消預備有關資料，並匯入9月13日的新參數檔案，再預備新的外發資料。有關操作詳情，請參閱已上載於「[網上校管系統資料庫](#)」的『使用「網上校管系統」呈報「實際在學人數點算2018」須知』(>主頁 > 參考資料 > 調查)。

如有查詢，請聯絡所屬的[網上校管系統小組的學校聯絡主任](#)。

教育局
系統及資訊管理組

To : The Principals of WebSAMS Schools Participating in Student Headcount 2018

From : Education Bureau

Date : 17 September 2018

**Warm Reminder on Headcount Arrangement in September
for the 2018/19 School Year**

Further to the letter issued to all aided and caput primary and secondary schools by the School Development Division of Education Bureau concerning “Headcount Arrangement in September for the 2018/19 School Year Contingency Measures under Inclement Weather Conditions” dated 13 September 2018, this serves as a warm reminder to all schools concerned (including government schools) that the Headcount Exercise has been postponed to 19 September 2018 (Wednesday) and a new parameter file has been sent to the WebSAMS of your school through the Communication and Delivery System on 13 September 2018.

Your school has to import this new parameter file into the WebSAMS before conducting the Headcount. If you have prepared the outgoing data with the previous parameter file, please un-prepare the outgoing data and import the new parameter file of 13 September 2018 before proceeding to prepare the new outgoing data. For details of operating procedures of the Headcount Exercise, please refer to the “Guidelines for Conducting the Student Headcount 2018 in WebSAMS”, which can be found at the [WebSAMS Central Document Reposition](#) (主頁 > 參考資料 > 調查).

If there is any questions, please contact your [School Liaison Officer of our WebSAMS Team](#).

Systems and Information Management Section
Education Bureau