

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18日

**緊急提示：2018/19學年9月點算在學學生人數颱風後的最新安排
(點算日期：2018年9月21日)**

本學年點算在學學生人數調查，現已再延期至9月21日(星期五)進行。此外，本局亦已於9月18日透過聯遞系統，把最新的參數檔案，傳送到貴校的網上校管系統。有關詳情，請參閱本局學校發展分部於2018年9月18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颱風後的最新安排」的信函。

請注意，貴校必須先將上述最新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，並匯入上述9月18日的最新參數檔案，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）。

請通知有關同事，並留意教育局透過聯遞系統發放的相關最新訊息。如就使用網上校管系統有任何查詢，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 : 18 September 2018

**Urgent Reminder on the latest Headcount Arrangement in September
for the 2018/19 School Year after Typhoon
(Headcount Date: 21 September 2018)**

Please be informed that the Headcount Exercise for this school year has been further postponed to 21 September 2018 (Friday) and a new parameter file has been sent to the WebSAMS of your school through the Communication and Delivery System (CDS) on 18 September 2018. Schools may refer to the letter issued to all aided and caput primary and secondary schools by the School Development Division of the Education Bureau concerning “Headcount Arrangement in September for the 2018/19 School Year New Arrangement after Typhoon” dated 18 September 2018 for more details.

Your school has to import this latest 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 above new parameter file of 18 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).

Kindly inform your supporting staff accordingly and pay attention to the latest CDS message in this regard from the EDB. If there is any questions regarding the use of WebSAMS, please contact your [School Liaison Officer of our WebSAMS Team](#).

Systems and Information Management Section
Education Bureau