

**Chi Yun School**  
**2020-2021**  
**The Application of**  
**“Extension of Years of Study (2021/2022) for Students”**

6<sup>th</sup> November, 2020

Dear Parents / Guardians,

Students of special schools under the New Senior Secondary (NSS) academic structure will graduate from school upon completion of Secondary 6. The norm is that students with Intellectual Disability complete the primary and secondary education in 12 years.

Individual students may need to extend their years of study due to “valid reasons”, and schools are provided with “pre-set quota” of additional 12 places to address such needs.

According to the “Guidelines for Special Schools on School-based Mechanism for Handling the Extension of Years of Study for Students, revised edition, January 2014” provided by Education Bureau, our school will extend years of study for students.

If students fulfill the ‘valid reasons’ or ‘a basket of factors’ mentioned in the guidelines, and parents would like to apply the year 2021-2022 Extension of Years of Study for students, please fill in and return the reply slip on or before 4pm, 27<sup>th</sup> November 2020 (Friday).

Parents, who apply the Extension of Years of Study for the students, have to provide the application letter and related supporting documents, for example, document of social welfare department or letter from hospital. Failing to provide the supporting documents and/or professional reports will most certainly affect the approval process.

Please be informed that late submission will not be accepted.

Yours faithfully,



Chung Lai Kuen

Principal, Chi Yun School

Remarks: Enclosed please find “Guidelines for Special Schools on School-based Mechanism for Handling the Extension of Years of Study for Students, revised edition, January 2014”, for your reference.

## Reply Slip

### The Application of “Extension of Years of Study (2021/2022) for Students”

Dear Principal, Chi Yun School

#I/We have received and acknowledged about the information of the notice and #I/we reply as follows :

Student \_\_\_\_\_(Class \_\_\_\_\_) # will / will not apply for the Extension of Years of Study (2021-2022).

Valid Reasons for Extension of Years of Study:

- \* 1 The students have been absent from school for more than one-third of the total school days in a school year due to valid reasons. (With related supporting documents)
- 2 The students have major disruptions in learning. (With related supporting documents)
- 3 The students experience serious adaptation problems. (With related supporting documents)
- 4 A basket of factors: (please fill in) \_\_\_\_\_

Application letter : \*Yes No

Related documents: \*Yes No documents to be submitted later

Type of document: \_\_\_\_\_

Remark : \* please put a  in the appropriate box, ‘Valid Reasons’ can be more than one

# please delete as appropriate

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

Name of Parent(s) / Guardian: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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