

**THE HONG KONG SCHOOLS SPORTS FEDERATION**  
**Hong Kong Island and Kowloon Secondary Schools Regional Committee**

Student Registration 2016-2017  
Second Visit

( 3 January to 24 February 2017 )

1. The second visit for registration of students will start on 3 January 2017. In order to facilitate the arrangement of allocating registration officers to visit schools, heads of member secondary schools are requested to complete the following form indicating the choices of date and time for student registration. The form should be returned to the Federation office not later than **14 December 2016**.
2. Details concerning student registration procedure can be referred to pages 17 - 19 of the General Information Booklet.
3. Registration in the morning session will normally take place from 9:30am to 11:30am and afternoon session will be from 2:30pm to 5:00pm. No registration will be arranged between 12:00noon to 2:00pm.
4. **No visit will be arranged for registration of LESS THAN 20 STUDENTS.**
5. A schedule of student registration will be drawn up and circulated to schools concerned.

J.L. Wong  
 Executive Secretary

To : All member secondary schools (HK Island & Kln)  
 Date: 1 December 2016

----- [ To be returned not later than 14 December 2016 ] -----

To : HKSSF Office  
 Room 203, 1/F, 7 Carmel Village Street  
 Homantin  
 Kowloon

*Fax No. 2761 9808*

Appointment of Registration Officer - Second Visit  
 ( 3 January to 24 February 2017 )

	Month	Day	Time	No. of Students	Name of Teacher i/c
1 <sup>st</sup> Choice					
2 <sup>nd</sup> Choice					
3 <sup>rd</sup> Choice					
4 <sup>th</sup> Choice					

Name of School : \_\_\_\_\_ Tel : \_\_\_\_\_

Address : \_\_\_\_\_

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