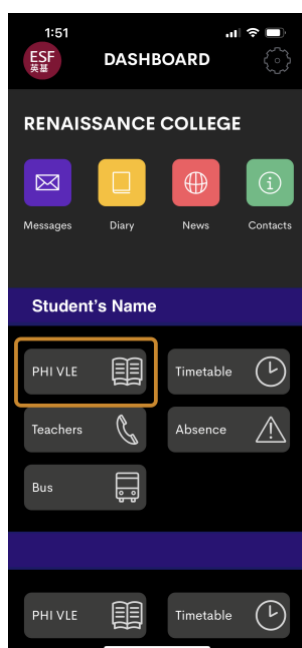


How to submit withdrawal notice on ESF App

Please follow these steps if you need to withdraw your child from RCHK

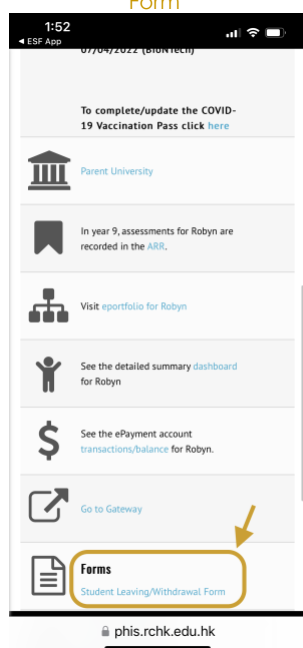
Step 1

Open PHI VLE on your ESF App



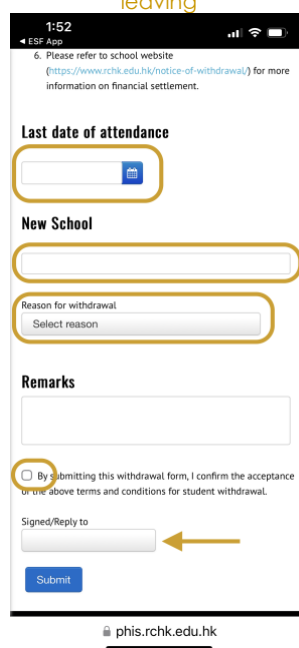
Step 2

Go to 'Forms' and click on 'Student Leaving/Withdrawal Form'



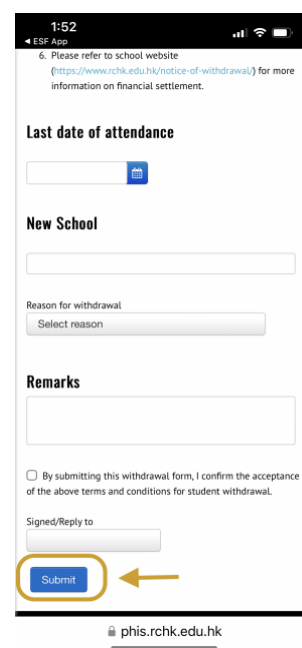
Step 3

Fill the required information and select the reason for leaving



Step 4

Submit the form



If you face technical issues in the process, please email our **RedDoor Centre's Help Desk** at helpdesk@rchk.edu.hk.

What is the ESF App?

The ESF App is a user-friendly mobile platform through which RCHK parents receive important school announcements, access students' academic results or submit health declarations. Please refer to the below guidelines to learn more about the **app's features**:

ESF App Overview

[Click here](#)

How to set an auto-forward to email

[Click here](#)

How to report child's absence

[Click here](#)

How to access ESF App

[Click here](#)