



Our ref: P/186

18 May 2018

Dear Parents/Guardians,

OVERSEAS TRAVEL DECLARATION

With the approaching June vacation, you may be planning holidays to overseas destinations for the family. Please declare your child's travel plans if he/she intends to travel overseas.

For parents of P1 students, please note that travel plans must be declared. For children who are not travelling out of Singapore during this period, a "NIL" return is required.

For parents of P2 – P6 students, you need only to declare your intention to travel if you are planning an overseas trip.

You may submit the travel declaration online via www.mconline.sg. Instructions are attached.

For those without online access, a hardcopy declaration form will be issued by the Form Teacher, please submit the form to the teacher by 23 May.

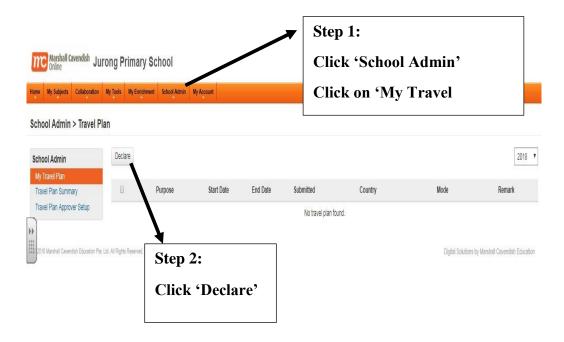
We would also like to wish all our students a restful break during the vacation.

Robin Ong

Principal

<u>Instructions to log in to Mconline</u>

- 1) Log in to www.mconline.sg with your child's log in details
- 2) Click on "School Admin_My Travel Plan" as below



3) Declare your travel plans in the system as shown in the print screen below. If you are going to travel to a few countries during the holidays, please follow the steps and declare separately for each of countries that you are travelling to.

