

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

Instructions to log in to Mconline

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

The screenshot shows the Mconline website for Jurong Primary School. The top navigation bar includes links for Home, My Subjects, Collaboration, My Tools, My Enrichment, School Admin, and My Account. The 'School Admin' menu is expanded, showing options like My Travel Plan, Travel Plan Summary, and Travel Plan Approver Setup. A callout box labeled 'Step 1:' points to the 'School Admin' menu and the 'My Travel Plan' link, with the text: 'Click 'School Admin'' and 'Click on 'My Travel Plan''. Below this, the 'My Travel Plan' page is shown with a 'Declare' button highlighted by a callout box labeled 'Step 2:' with the text: 'Click 'Declare''. The main content area shows a table with columns for Purpose, Start Date, End Date, Submitted, Country, Mode, and Remark, and a message 'No travel plan found.'.

- 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.

The screenshot shows the 'Create Travel Plan' form in the Mconline system. The form is titled 'Travel Declaration' and has a breadcrumb trail: 'Admin > My Travel Plan > Create Travel Plan'. The form contains the following fields and options:

- Please Select:** Radio buttons for 'I will NOT be travelling to another country during the following holiday:' (with options Mar, Jun, Sep, Dec, Others) and 'I will be travelling to another country during the school vacation. Below is my travel plan:' (selected).
- From:** Text input field with placeholder 'Select start date'.
- To:** Text input field with placeholder 'Select end date'.
- Country:** Dropdown menu with placeholder '- Please select one -'.
- State:** Text input field with placeholder 'Type state of country'.
- Purpose of Travel:** Dropdown menu with placeholder '- Please select one -'.
- Mode of Travel:** Dropdown menu with placeholder '- Please select one -'.
- Emergency Contact:** Text input field with placeholder 'Type contact number here'.

A callout box labeled 'Step 3:' points to the 'From', 'To', 'Country', 'State', 'Purpose of Travel', and 'Mode of Travel' fields, with the text: 'Type in your travel details'. At the bottom of the form, there is a checkbox for 'I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.' and three buttons: 'Cancel', 'Save', and 'Save & Add Another'.