

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. Below the navigation, the 'School Admin > Travel Plan' page is displayed, featuring a 'Declare' button and a table with columns for Purpose, Start Date, End Date, Submitted, Country, Mode, and Remark. A callout box labeled 'Step 2:' points to the 'Declare' button.

Step 1:
Click 'School Admin'
Click on 'My Travel Plan'

Step 2:
Click 'Declare'

- 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 'Travel Declaration' form in a web browser. The form has two radio button options: 'I will NOT be travelling to another country during the following holiday' (with sub-options for Mar, Jun, Sep, Dec, and Others) and 'I will be travelling to another country during the school vacation. Below is my travel plan:'. The second option is selected. Below this, there are input fields for 'From' (Select start date), 'To' (Select end date), 'Country' (Please select one), 'State' (Type state of country), 'Purpose of Travel' (Please select one), 'Mode of Travel' (Please select one), and 'Emergency Contact' (Type contact number here). A callout box labeled 'Step 3:' points to these fields with the text 'Type in your travel details'. At the bottom, 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'.

Step 3:
Type in your travel details