

Travel Plan (Students)

updated 31st Oct 2014



Travel Plan (Students)

Declare Travel Plan

- Declare New Travel Plan
 - Travelling Declaration
 - Non-Travelling Declaration
- Edit Existing Travel Plans
- Delete Existing Travel Plans

Travel Plan (Students)








Declare Travel Plan

Travel Plan (Students)

Step 1:
Click **School Admin**.

Enrichment **School Admin** My Account

School Admin

 <p>Co-Curricular Activities CCA Registration</p>	 <p>Disciplinary Record My Offences My Incentives</p>
 <p>Holistic Assessment Student Holistic Report</p>	 <p>Parent-Teacher Meeting View Form</p>
 <p>Results Management View My Results</p>	 <p>School Matters Fault Reporting & Service Request Suggestion Box Temperature Taking</p>
 <p>Travel Plan Travel Plan</p>	

Step 2:
Click **Travel Plan**.

Travel Plan (Students)

School Admin > Travel Plan

Declare

Step 3:
Click on **Declare**.



Purpose

Start Date

End Date

Submitted

No travel plan found.

Travel Plan (Students)

Declare Travel Plan (Travelling)

Travel Plan (Students)

Please Select:

I will NOT be travelling to another country during the following holiday: Mar Jun Sep Dec

I will be travelling to another country during the school vacation. Below is my travel plan:

From 03/06/2013

To 10/06/2013

Country Bahamas

State Bahamas

Step 2:
Click on the start & end dates and select from the pop-up calendar.

Step 3:
Select the destination country from the drop-down list and enter the specific state.

Step 1:
Select **Option 2** if you are travelling to another country.

May 2013						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Travel Plan (Students)

Purpose of Travel

Mode of Travel

Emergency Contact

Step 4:
Select **Purpose of Travel** from the drop-down list, and specify the purpose if **"Others"** is selected.

If by Air, state Flight No.

Step 5:
Select **Mode of Travel** from the drop-down list, and specify the Flight Number if travelling by air.

Step 6:
Enter an emergency contact number

Travel Plan (Students)

For Parents/Guardian Only

Parent/Guardian Name

Parent/Guardian

Contact

Step 7:

Enter Parent/Guardian Name and Contact details



declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

Cancel

Save

Save & Add Another

Step 8:

Check to confirm the accuracy of the declaration

Step 9:

Click **Save** to save this record or click **Save & Add Another** if you are travelling to multiple destinations

Travel Plan (Students)

Declare Travel Plan (Non-Travelling)

Travel Plan (Students)

Step 1:
Select **Option 1** if you are **NOT** travelling to another country.

Step 2:
Select the specific term break which you are not travelling

Please Select:

- I will NOT be travelling to another country during the following holiday: Mar Jun Sep Dec
- I will be travelling to another country during the school vacation. Below is my travel plan:

For Parents/Guardian Only

Parent/Guardian Name

Parent/Guardian Contact

Step 3:
Enter Parent/Guardian Name and Contact details

I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

Cancel

Save

Save & Add Another

Step 4:
Check to confirm the accuracy of the declaration and click **Save**

Travel Plan (Students)

Edit Existing Travel Plans

Travel Plan (Students)

Declare **Edit** Delete

Step 2:
Click **Edit**.

<input type="checkbox"/>	Purpose	Start Date	End Date	Submitted
<input type="checkbox"/>	[Not Travelling]	-	-	30 May
<input checked="" type="checkbox"/>	Vacation	3 Jun	10 Jun	30 May

Step 1:
Select the travel plan which you would like to edit.

Travel Plan (Students)

Please Select:

- I will NOT be travelling to another country during the following holiday: Mar Jun Sep Dec
- I will be travelling to another country during the school vacation. Below is my travel plan:

From 03/06/2013

To 10/06/2013

Country Bahamas

State Bahamas

Purpose of Travel Vacation

Mode of Travel Air If by Air, state Flight No. SQ911

Emergency Contact 912345678

For Parents/Guardian Only

Parent/Guardian Name Liu Jun Rong

Parent/Guardian Contact 912345678

I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

Cancel

Save

Step 3:
Proceed to make any required changes in the respective fields.

Step 4:
Click **Save**.

Travel Plan (Students)

Delete Existing Travel Plans

Travel Plan (Students)

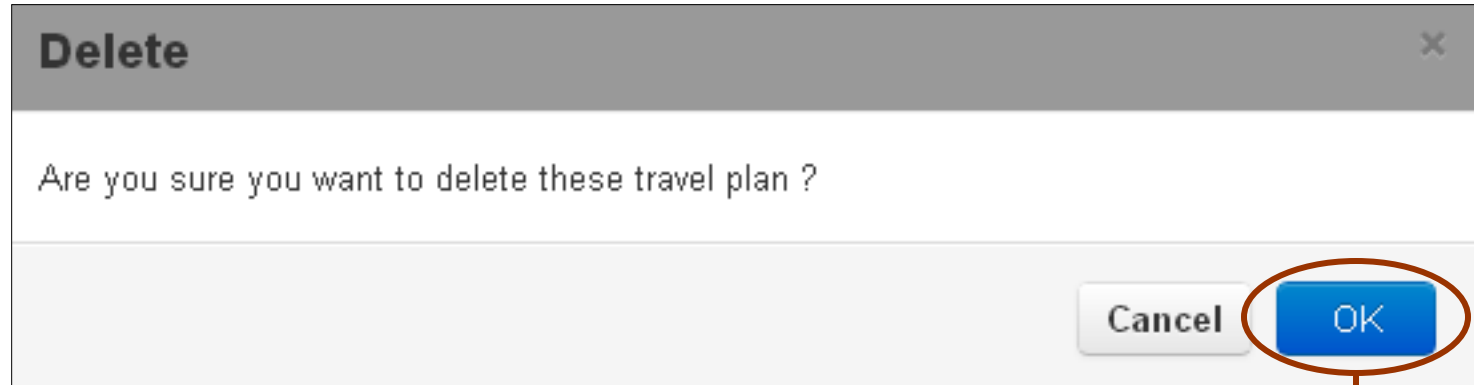
Declare Edit **Delete**

Step 2:
Click **Delete**.

<input type="checkbox"/>	Purpose	Start Date	End Date	Submitted
<input type="checkbox"/>	[Not Travelling]	-	-	30 May
<input checked="" type="checkbox"/>	Vacation	3 Jun	10 Jun	30 May

Step 1:
Select the travel plan which you would like to edit.

Travel Plan (Students)



Step 2:
Click **OK** to proceed
with deleting the travel
plan record.

Travel Plan (Students)

The End