

# Travel Plan (Students)

updated 31<sup>st</sup> 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	<b>School Admin</b>	My Account	
<b>School Admin</b>			
	Co-Curricular Activities CCA Registration		Disciplinary Record My Offences My Incentives
	Holistic Assessment Student Holistic Report		Parent-Teacher Meeting View Form
	Results Management View My Results		School Matters Fault Reporting & Service Request Suggestion Box Temperature Taking
	Travel Plan Travel Plan	<b>Step 2:</b> Click <b>Travel Plan</b> .	

# 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)

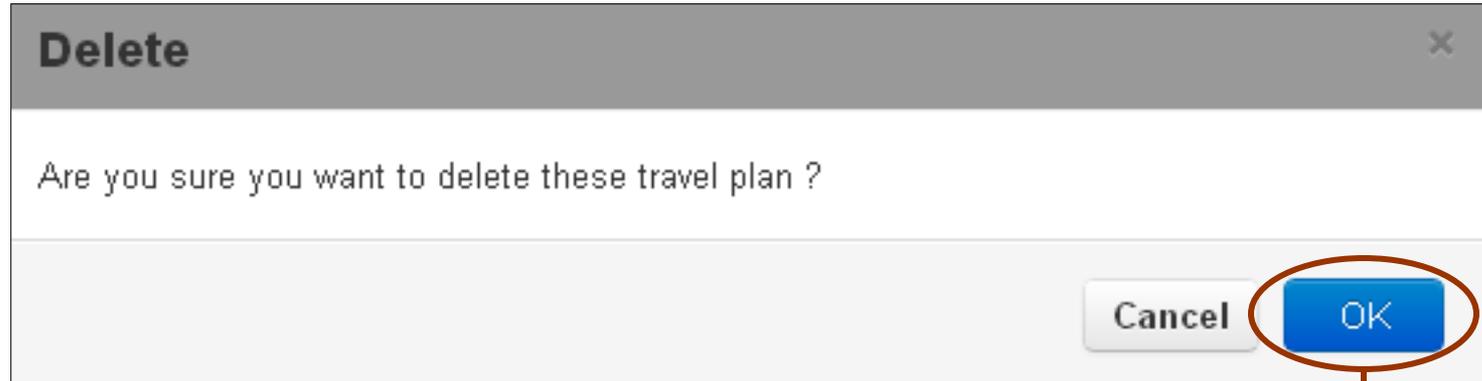
Declare Edit **Delete**

**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**