



南 华 小 学
NAN HUA PRIMARY SCHOOL
30 Jalan Lempeng, Singapore 128806
Tel: 6778 8050 Fax: 6778 4127

Ref: 136/16
Date: 7 November 2016

Dear Parents / Guardians,

Travel Declaration

We have come to the end of Term 4.

Please log into MC Online (LEAD) Portal by 18 November 2016, Friday to submit your Travel Declaration for the upcoming End-of-Year School holidays (19 November 2016 – 2 January 2017).

Please refer to Annex A for instructions to update your travel plan.

MC Online Website: <https://www.mconline.sg>
Helpdesk: (65) 6777 5198

School will reopen on 3 January 2017, Tuesday.

We wish you an enjoyable End-of-Year holiday with your child.

Thank you.

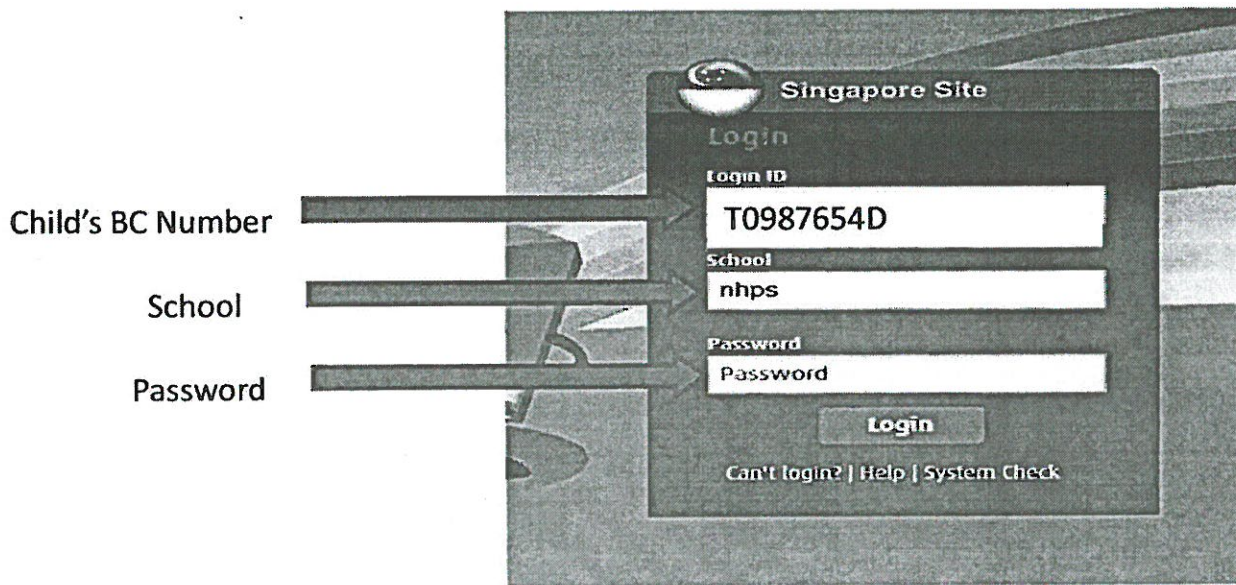
Yours faithfully,

Mrs Ong Hui Khim
Principal

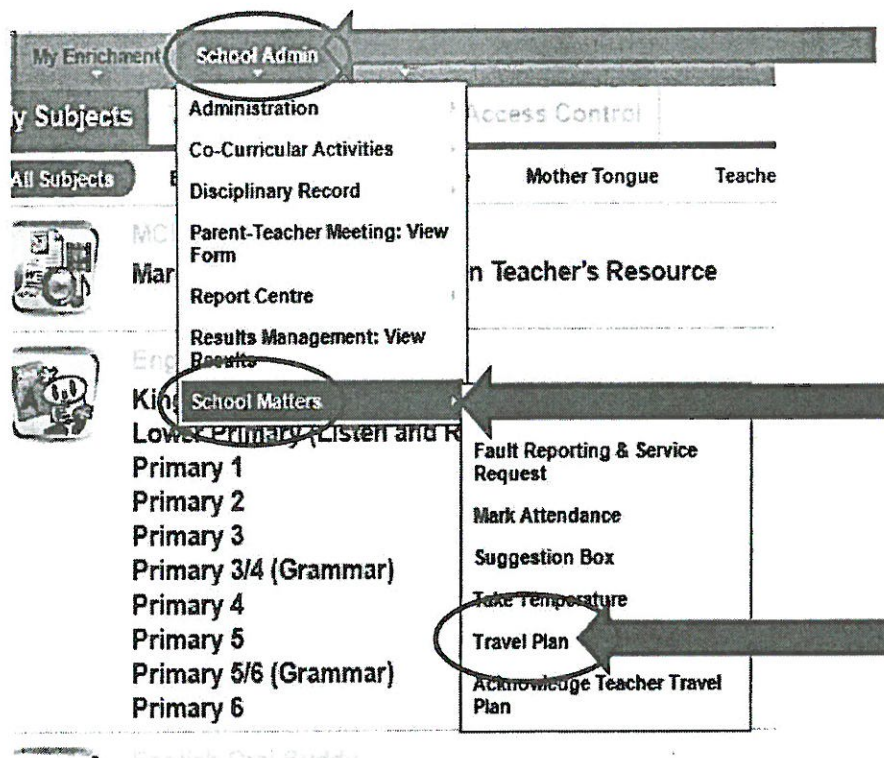
Step-by-Step Guide Travel Declaration

Annex A

Step 1 – Login to MC Online www.mconline.sg



Step 2: Mouse Over to School Admin → School Matters → Click on Travel Plan



Step 3: Click Declare

A button labeled "Declare" is circled in black. Below it is a table header with the following columns: Purpose, Start Date, End Date, Submitted, and Country.

Step 4: Fill Up the Page

Travel Declaration

Please Select

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

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

From: ← Departure Date

To: ← Return Date

Country: ← Country visiting

State: ← State visiting

Purpose of Travel: ← Reason. Eg. Holiday

Mode of Travel: ← Transportation

Emergency Contact: ← Contactable person number, while you are overseas.

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

Tick after filling up.

Buttons: Cancel, Save, Save & Add Another

Click Save to submit

Click **Save & Add another**, if you have another holiday at a different date in Dec 2016.

