



南 华 小 学

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

Ref: 032/16

Date: 08 March 2016

Dear Parents / Guardians,

**Travel Declaration**

Warm greetings from Nan Hua Primary!

We have come to the end of Term 1 of the school term. The March School Holidays is from 12 to 20 March 2016. Term 2 of the school term will start on Monday, 21 March 2016.

Please log into MC Online (LEAD) Portal by Friday, 11 March 2016 to submit your Travel Declaration for the upcoming March School holidays. Please refer to Annex A for instructions to update your travel plan.

If you encounter any technical problems, please contact MC Online Helpdesk at 6777 5198.

We wish you an enjoyable March Holidays with your child / ward.

Yours faithfully,

---

Mrs Ong Hui Khim  
Principal

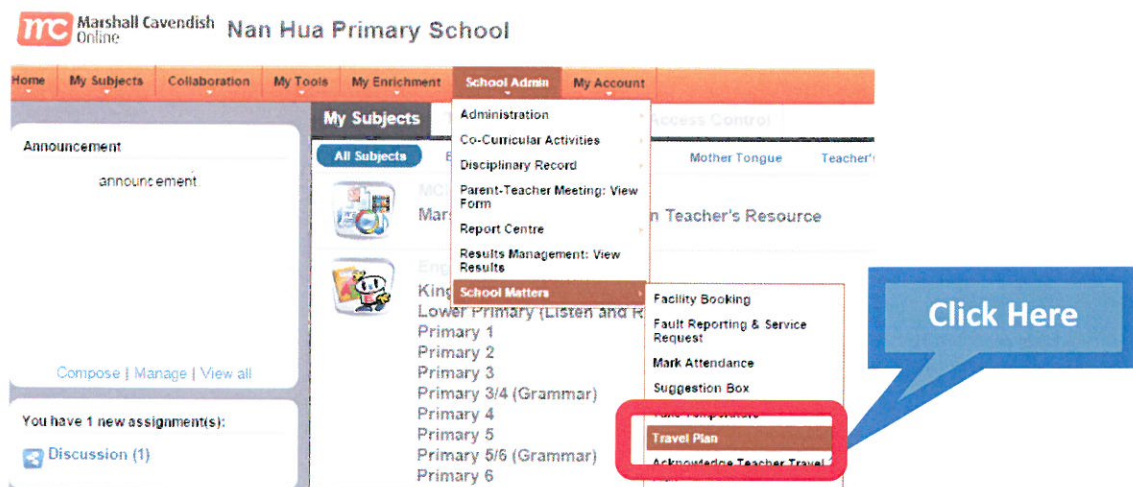
## Travel Declaration



Step 1 – Login to MC Online [www.mconline.sg](http://www.mconline.sg)

Please use your child's/ward's account	
Student Account	
Login ID	Student's IC Number e.g. T0123456H
School	nhps
Password	mconline1

Step 2 – Mouse over “School Admin”. Then “School Matters” and click on “Travel Plan”.



### Step 3 – Click “Declare”.

**mc** Marshall Cavendish Online **Nan Hua Primary School**

Home My Subjects Collaboration My Tools My Enrichment School Admin My Account

School Admin > Travel Plan

School Admin  
My Travel Plan

Travel Plan Summary

**Declare** Click

	Purpose	Start Date	End Date	Submitted
<input type="checkbox"/>				

### Step 4 – Select if you are or are not travelling.

Travel Declaration

**1. Select**

Please Select:

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

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

**2. Fill in the required fields if you are travelling.**

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 -

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

**3. Click**