

## Travel Declaration

MC Online : <https://www.mconline.sg/>

Login ID : The last 6 characters (5 digits + letter) of your child's BC number

School ID : SKGPS

### Step 1

**Step 1:**  
Click **School Admin**.

**Step 2:**  
Click **Travel Plan**.

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		

### Step 2

#### a) For pupils who are not travelling

- Declare New Travel Plan (Non-Travelling)

**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

**Step 3:**  
Check to confirm the accuracy of the declaration and click **Save**

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:

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

Cancel

#### b) For pupils who are travelling

### School Admin > Travel Plan

**Step 3:**  
Click on **Declare**.

<input type="checkbox"/>	Purpose	Start Date	End Date	Submitted
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No travel plan found.

### Step 3

#### • Declare New Travel Plan (Travelling)

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:

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

From:

To:

Country:

State:

Purpose of Travel:  If "Others", please specify.

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

Emergency Contact:

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

**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.

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

### Step 4

#### • Declare New Travel Plan (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:

From:

To:

Country:

State:

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

Purpose of Travel:  If "Others", please specify.

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

Emergency Contact:

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

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

## Step 5

### • Declare New Travel Plan (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:

From

To

Country

State

Purpose of Travel

Mode of Travel  If by Air, state Flight No.

Emergency Contact

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

**Step 6:**  
Enter an emergency contact number

**Step 7:**  
Check to confirm the accuracy of the declaration and click **Save**