

Travel Declaration

1. Login to MC Online: <http://www.mconline.sg> [Refer to MC Online Guide]
2. Select **School Admin**> **School Matters**> **View My Child's Travel Plans**
**You also need to make a declaration even when your child is not travelling overseas.*

The screenshot shows the MC Online interface for West Spring Primary School. The navigation bar includes Home, Collaboration, School Admin, and My Account. The 'School Admin' menu is expanded, showing options like Co-Curricular Activities: CCA Registration, Disciplinary Record: My Incentives, Holistic Assessment, Parent-Teacher Meeting: View Form, Report Book: View My Child's Results, Results Management: View My Child's Results, Fault Reporting & Service Request, Suggestion Box, and View My Child's Travel Plans. The 'View My Child's Travel Plans' option is circled in red. The main content area shows 'ASSIGNMENTS' with filters for 'Current', 'Overdue/Closed', 'Submitted', and 'Upcoming'. A dropdown menu for 'Subjects' is set to 'All Subjects', and the 'Sort by' is 'Start Date'. A 'List' button is visible. The main content area displays '- You have no assignment. -'

3. Click **Declare**

The screenshot shows the MC Online interface for West Spring Primary School, specifically the 'School Admin > Travel Plan' page. The navigation bar includes Home, Collaboration, School Admin, and My Account. The 'School Admin > Travel Plan' breadcrumb is visible. A 'Declare' button is circled in red with an arrow pointing to it. Below the button is a table with columns: Purpose, Start Date, End Date, Submitted, Country, and Mode. The table is currently empty, and the text 'No travel plan found.' is displayed below it. The text 'Click here' is written below the 'Declare' button.

4. You will arrive at this page
5. **Select** the appropriate radio buttons to indicate whether you are going to travel and **fill up** the necessary details
6. Select **I declare that all the information entered is correct**
7. Ensure that all the details are correct and click **Save**

School Admin > My Child Travel Plan > Create Travel Plan

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:

To:

Country:

State:

Purpose of Travel:

Mode of Travel:

Emergency Contact:

For Parents/Guardian Only

Parent/Guardian Name:

Parent/Guardian Contact:

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

8. The travel declaration will be reflected in the main page of the Travel Plan

Marshall Cavendish Education

West Spring Primary School

Parent/Guardian of demostudent1
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[Home](#) | [Collaboration](#) | [School Admin](#) | [My Account](#)

School Admin > Travel Plan

2015 ▾

	Purpose	Start Date	End Date	Submitted	Country	Mode	Remark
<input type="checkbox"/>	Vacation	14 May	15 May	11 May	Brisbane, Australia	Air/ 12345	-

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