

Travel Plan (Students' View)



Travel Plan (Students' View)

Declare Travel Plan

- Declare New Travel Plan
 - Travelling Declaration
 - Non-Travelling Declaration
- Edit Existing Travel Plans
- Delete Existing Travel Plans

Travel Plan (Students' View)



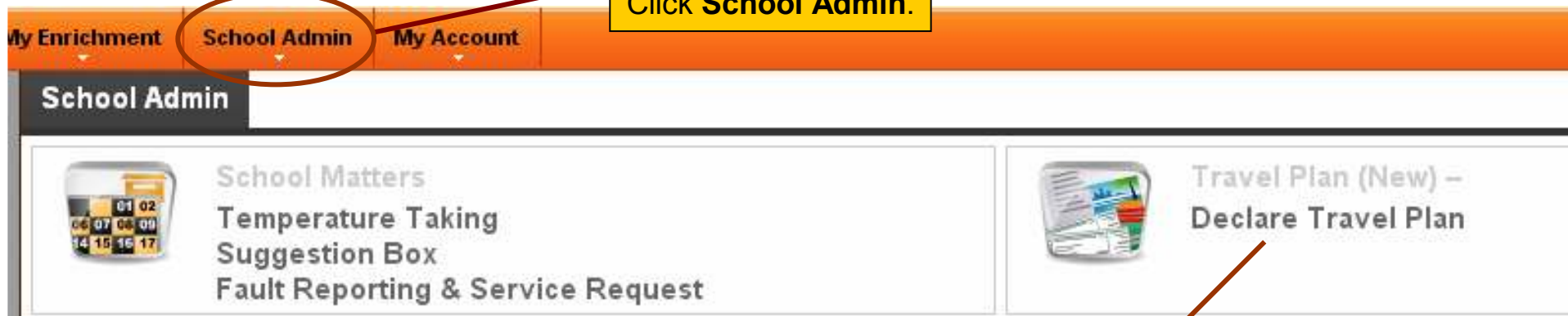
Declare Travel Plan



Travel Plan (Students' View)

- Declare New Travel Plan

Step 1:
Click **School Admin**.



The screenshot shows the top navigation bar with three items: 'My Enrichment', 'School Admin', and 'My Account'. The 'School Admin' item is circled in red. Below this bar is a 'School Admin' sub-menu with two main sections. The left section, titled 'School Matters', includes 'Temperature Taking', 'Suggestion Box', and 'Fault Reporting & Service Request'. The right section, titled 'Travel Plan (New) - Declare Travel Plan', includes an icon of a travel plan and the text 'Travel Plan (New) - Declare Travel Plan'. A red arrow points from the 'Travel Plan (New) - Declare Travel Plan' text to the 'Step 2' callout box.

Step 2:
Under **Travel Plan (New)**,
click **Declare Travel Plan**.

Travel Plan (Students' View)

- Declare New Travel Plan

School Admin > Travel Plan

Declare 

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

No travel plan found.

Travel Plan (Students' View)

Declare Travel Plan (Travelling)

Travel Plan (Students' View)

• Declare New Travel Plan (Travelling)

Please Select:

- I will NOT be travelling to another country during the following holiday: Mar Jun Sep
- 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 03/06/2013

To 10/06/2013

Step 2:
Click on the start & end dates and select from the pop-up calendar.

Country Bahamas

State Bahamas

Step 3:
Select the destination country from the drop-down list and enter the specific state.

Purpose of Travel Vacation

Mode of Travel Air

If by Air, state Flight No. SQ911

Emergency Contact 912345678



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

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

Travel Plan (Students' View)

• 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

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.

Cancel

Save

Step 4:

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

Step 5:

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

Travel Plan (Students' View)

• 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

Step 6:
Enter an emergency contact number

For Parents/Guardian Only

Parent/Guardian Name

Parent/Guardian Contact

Step 7:
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

Travel Plan (Students' View)

• 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

For Parents/Guardian Only

Parent/Guardian Name

Parent/Guardian Contact

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

Step 8:
Check to confirm the accuracy of the declaration and click **Save**

Travel Plan (Students' View)

Declare Travel Plan (Non-Travelling)

Travel Plan (Students' View)

- 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

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.

Step 4:
Check to confirm the accuracy of the declaration and click **Save**

Cancel

Save

Travel Plan (Students' View)



Edit Existing Travel Plans



Travel Plan (Students' View)

- Edit Existing Travel Plan

Declare 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' View)

• 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

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.

Step 3:
Proceed to make any required changes in the respective fields.

Step 4:
Click **Save**.

Travel Plan (Students' View)

Delete Existing Travel Plans



Travel Plan (Students' View)

- Delete Existing Travel Plan

Declare Edit **Delete**

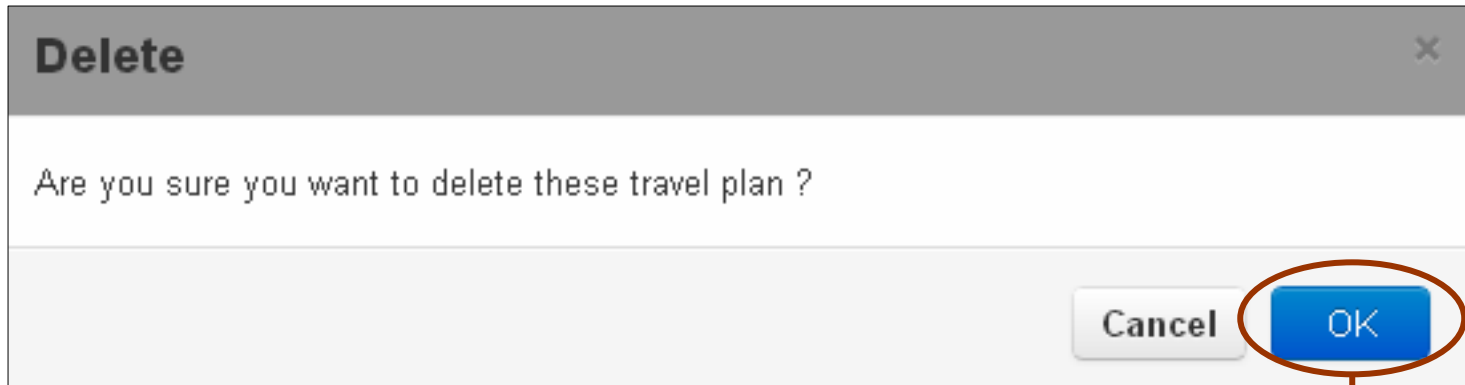
Step 2:
Click **Delete**.

<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' View)

- Delete Existing Travel Plan



Step 2:
Click **OK** to proceed with deleting the travel plan record.

The End