



Ref 2017/FCPS/COMMS/081

Date 08 November 2017

Dear Parents/Guardians,

Online Travel Plan Declaration

1. In view of the coming school holidays in November-December, we seek your support to submit your child/ward's travel plan declaration online via the Learning Management System portal of the AsknLearn Website.
2. For parents/guardians of **P2 to P6 pupils**, please submit the declaration for your child/ward **only if he/she is travelling** during the school holiday period (18 November 2017 to 01 January 2018).
3. For parents/guardians of **P1 pupils**, we will require you to **submit the declaration or a NIL return if your child/ward will not be travelling** during the said period. This will enable you to be familiar with the procedure of making travel plan declaration in times of crisis.
4. All travel plan declarations need to be submitted latest by **Monday, 13 November 2017**. Should there be any change in travel plans, please update the declaration online as soon as possible and not later than **Monday, 01 January 2018**.
5. To guide you with the online submission of his/her travel plan declaration, please refer to the instructions in Annex A overleaf.
6. Pupils who do not have computer/internet access at home can submit their travel plan declaration online using computer terminals available in school. Alternatively, they could also obtain the **Travel Plan Declaration Form** from the General Office. The form is to be completed and returned to the General Office latest by **Monday, 13 November 2017**.
7. Thank you for helping us to manage the well-being of your child/ward. We wish our pupils and their families a restful break during this November-December vacation. Please contact the school's General Office if you need any clarification.

Yours faithfully,

Mrs Yap Dai Jee
Principal

Guide for Online Submission of Travel Plan Declaration

Step No.	Action required
1	Go to home page of website (http://lms.asknlearn.com/fcps/). Log into school portal with child's ID/Password.
2	At the Homepage, click on 'Tasks'
3	Click on 'Pupils' Travel Plan Declaration November-December 2017' under "My Tasks', on the right hand column, then click on 'Travel Declaration'.
4	Select appropriately either the option 'Yes' or 'No' for Travelling.
5	Enter accordingly the following details : <ul style="list-style-type: none"> - Start Date & End Date - Country & City - Destination Address - Overseas Contact Number - Mode of Travel - Purpose of Travel
6	Enter name and contact number of parent/guardian.
7	Tick the declaration statement to proceed.
8	Click 'Save' button to confirm declaration or 'Save and Add Another' button if you intend to make more than 1 overseas trip during the school holidays.