



FUCHUN PRIMARY SCHOOL

A Concerned Leader, A Lifelong Learner

Ref : 2018/FCPS/COMMS/053

Date : 14 May 2018

Dear Parents/Guardians,

Online Travel Plan Declaration

1. In view of the coming school holidays in May-June, we seek your support to submit your child/ward's travel plan declaration online via the AsknLearn portal found in the school's website.
2. For parents/guardians of **P2 to P6 pupils**, please submit the declaration for your child/ward if he/she is travelling during the school vacation (26 May 2018 to 24 June 2018).
3. For parents/guardians of **P1 pupils**, please submit the travel declaration or a NIL return if your child/ward will not be travelling during the vacation. This is to familiarise you with the procedure of making travel plan declaration via the Asknlearn portal.
4. All travel plan declarations need to be submitted latest by **Monday, 21 May 2018**. Should there be any changes in your travel plans, please update the declaration online as soon as possible, not later than **Sunday, 24 June 2018**.
5. To guide you with the online declaration, please refer to the instructions in Annex A.
6. If you do not have computer/internet access at home, you can 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, 21 May 2018**.
7. Please contact the School's General Office at 63683925 if you need any clarification. Thank you.

Yours faithfully,

Mrs Yap Dai Jee
Principal

Annex A

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 June 2018 ' 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.