



Established since 1930

# RULANG PRIMARY SCHOOL

Vision : Scholars Of Tomorrow

Mission : Nurturing Competencies, Inspiring Excellence, Empowering Individuals

REF: 132/18

18 May 2018

Dear Parents/Guardians

## **INFORMATION ON PUPILS TRAVELLING OUTSIDE SINGAPORE DURING MID-YEAR VACATION**

With the mid-year school vacation round the corner, your child/ward may be travelling overseas for a holiday. It is important that schools take proactive measures to be prepared in the event of a flu pandemic outbreak. We are therefore requesting that you provide us with the travel details of your child/ward for the May/June vacation by **Thursday, 24 May 2018**.

There are two ways in which the travel plans can be submitted online. They are as follows:

a. **Through Mobile Application:**



Download the free mobile app ‘MCO LMS’ on ‘Google Play’ or ‘Apps store’. This is a user-friendly app that offers access through mobile devices.

b. **Through Website:**

Login to [www.mconline.sg](http://www.mconline.sg).

The Login details are as follows:

- **Login ID:** rps\*\*\*\*\* (where \* are the last 6 digits of your child’s birth certificate number)
- **School ID:** **Rulang Primary School**

Alternatively, your child may collect a hard copy of the travel declaration form from his/her form teacher and return the completed form (declaring your travel plans) by **Thursday, 24 May 2018**.

If overseas travel plan is decided only after 23 May 2018 or during the school holidays, please submit the travel plan online prior to leaving Singapore. **For parents of Primary 1 children, please note that travel plans must be declared regardless of travel intent. Please submit a NIL return online if you have no travel plans for the holidays.** All other levels from Primary 2 to Primary 6 are not required to submit online if there are no travel plans for the holidays.


Please update us should there be any change in the travel plans. It is important that the information that you provide us on your child’s/ward’s travel plans is as accurate and current as possible. Please contact the school at **6565 7771** should you need to update us with the necessary details. Thank you.

Yours faithfully  
Mr Eugene Ong  
Principal

## STEP-BY-STEP GUIDE - Travel Declaration Form (Website)

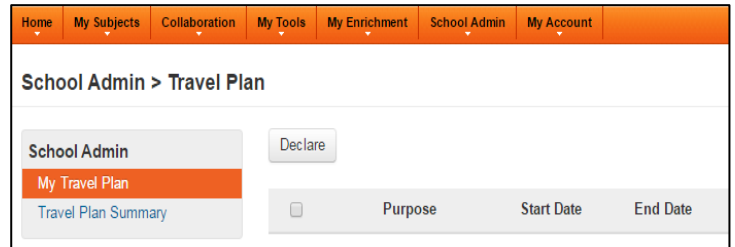
**STEP 1:** Click on School Admin →  
Travel Plan: **Travel Plan**

**STEP 2:** Click on **Declare Button**



The screenshot shows the 'School Admin' menu with a sub-menu for 'School Matters'. The 'Travel Plan' option is highlighted in the sub-menu.

- Administration: Reset Student Password
- Co-Curricular Activities
- Disciplinary Record
- Parent-Teacher Meeting: View Form
- Report Centre
- Results Management: View Results
- School Matters**
  - Facility Booking
  - Fault Reporting & Service Request
  - Mark Attendance
  - Suggestion Box
  - Take Temperature
  - Travel Plan**
- History of Rulang
- Project Wholesome
- Rope skipping: Rope Skipping Skills
- National Day: National Day 2009



The screenshot shows the 'School Admin > Travel Plan' page. A 'Declare' button is visible next to the 'My Travel Plan' link. Below the button, there are fields for 'Purpose', 'Start Date', and 'End Date'.

### **STEP 3:**

- Enter the Travel Details, Parent's name and contact number.
- For a **NIL Return**, please select the option: 'I will NOT be travelling to another country during the school vacation'.

**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:  If by Air, state Flight No.

Emergency Contact:

#### STEP 4:

- Click on the check box, 'I declare that all the information entered here is correct and accurate as of the time of submission.'
- Click on the 'Save' button.

For Parents/Guardian Only

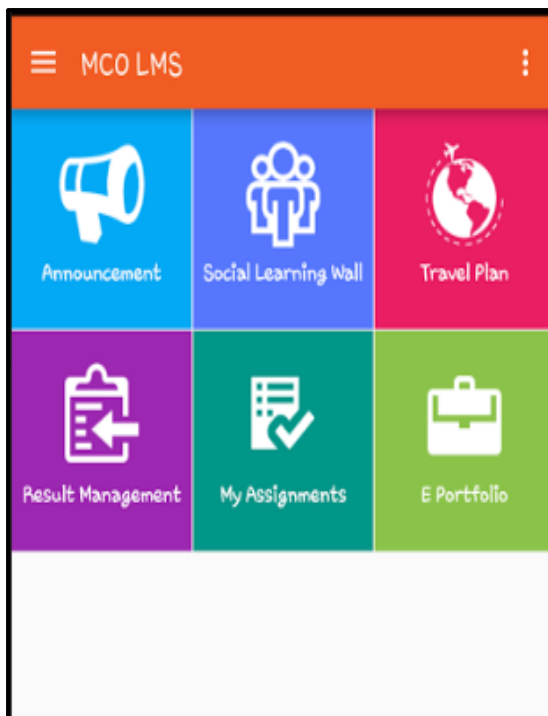
Parent/Guardian Name

Parent/Guardian Contact

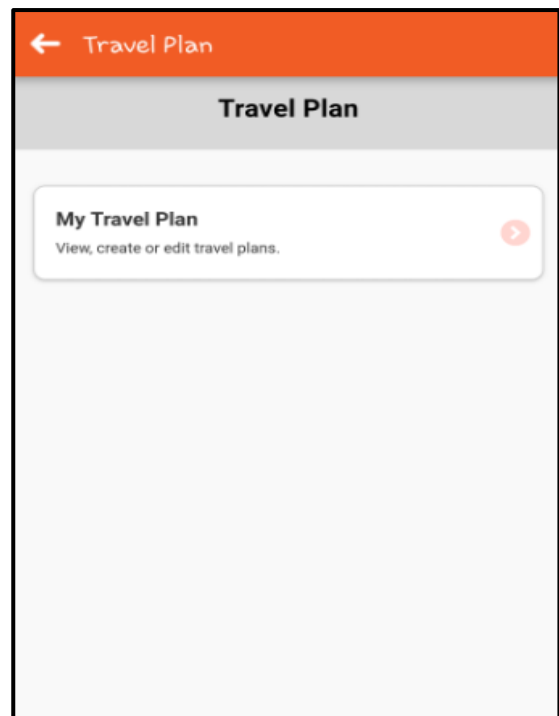
I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

### STEP-BY-STEP GUIDE - Travel Declaration Form (MCO LMS Apps)

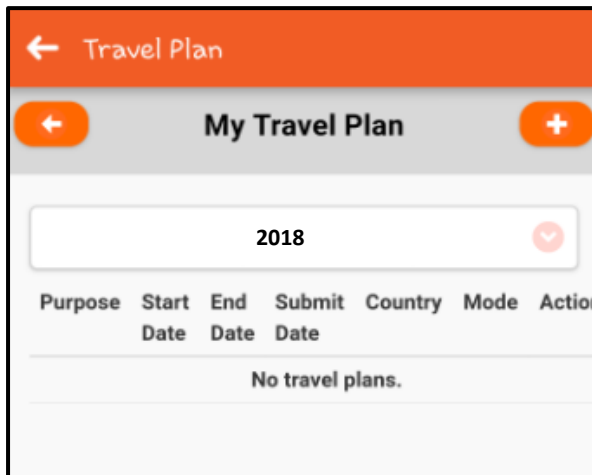
**STEP 1:** Click on → Travel Plan



**STEP 2:** Select → My Travel Plan

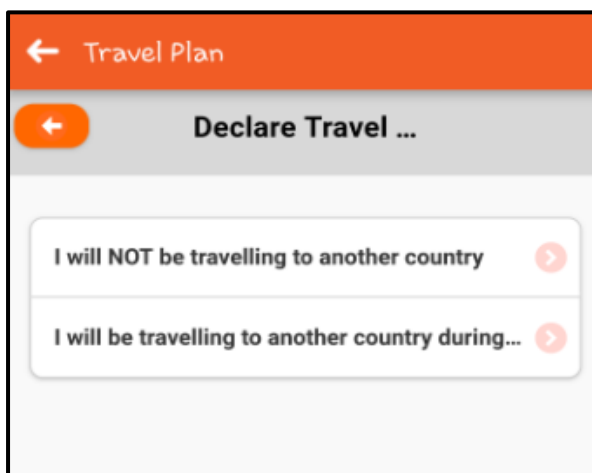


**STEP 3:** Select the “Plus” Symbol at the top right hand corner.



**STEP 4 :**

- For a **NIL Return**, please select the option:  
“I will NOT be travelling to another country.
- To **declare travel plan**, please select the option:  
“I will be travelling to another country.”



**STEP 5:**

- Enter the Travel Details, Parent’s name and contact number.
- Please select the statement, “I declare that all the information entered here is correct and accurate as of the time of submission of this declaration”.

