

Travel Declaration for School Holidays

To ensure that schools continue to be a healthy and safe environment for all, we require parents/guardians to make a travel declaration for your child/ward if she will be travelling for the holidays by **the last day of each term**.

2. We encourage you to do so via the Parents' Gateway (PG) app (refer to <https://pg.moe.edu.sg>). If you do not have access to Parents' Gateway (PG), you may do so by:
 - a) submitting an online form via the weblink/QR code below or
 - b) using the attached hardcopy form.
3. If your child/ward is travelling, please indicate clearly both the country and city of travel. Only one parent is required to make the declaration.
4. If your child/ward is **not travelling** during the holidays, **no action is required**.
5. When planning your child/ward's travel, please refer to <https://www.ica.gov.sg/enter-transit-depart> for more information and updates. If there is a change in travel plan(s) after declaration, please inform the school as soon as possible.
6. Thank you for your partnership and support to keep our school safe.



<https://go.gov.sg/kcstudenttraveldeclaration>

INFORMING SCHOOL OF CHILD'S /WARD'S TRAVEL PLANS

Name of Child/Ward: _____

Class: _____

Index No: _____

Please tick accordingly:

My child/ward will be travelling to the following country/city during the Year-End holidays.

The details are listed below:

Country and City of Intended Travel e.g. Malaysia / Penang, e.g. Thailand / Bangkok	Period of Travel	
	Trip Start Date (dd/mm/yyyy)	Trip End Date (dd/mm/yyyy)

Important Notes:

- 1. You need not fill in the form if you are submitting your travel plans using Parents' Gateway.*
- 2. Where possible, please also provide details of country/city and date of transit if your child/ward will be stopping over at any other country/city while travelling.*

Name of Parent / Guardian: _____

Relationship to student: _____

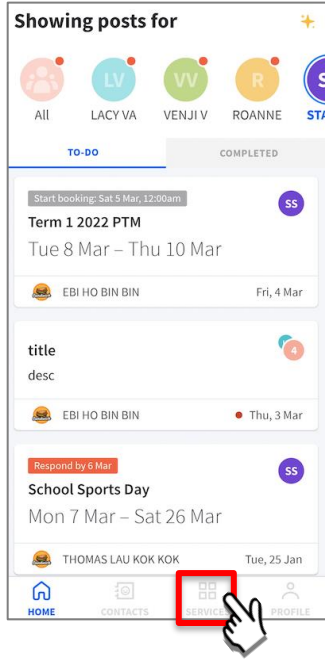
Signature: _____

Date: _____

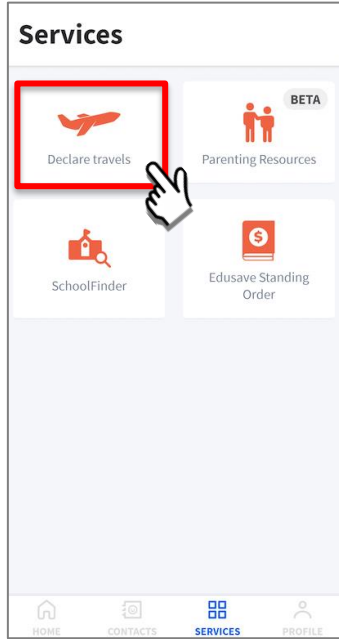
8. Declare Travels/Non-Travels

8a. Declare Travel Plans

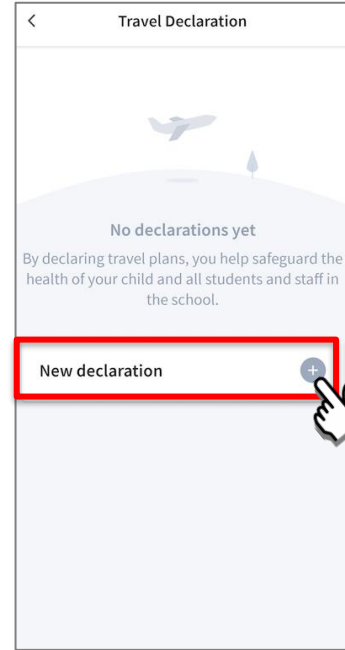
Declare Travel Plans



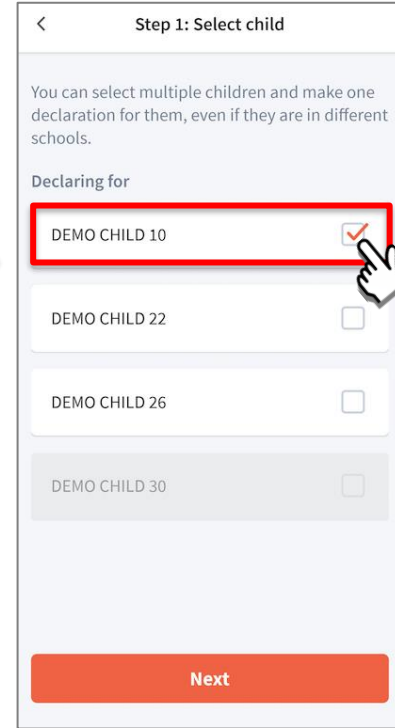
Click on **SERVICES**



Click on **Declare travels**



Click on **New declaration**



Select the child(ren)
going on the trip and
Click on **Next**

Declare Travel Plans

Step 2: Select duration

Travelling?

Yes

No

Next

Click on **Yes**

Step 2: Select duration

Travelling?

Yes

No

From Start date To End date

If you plan to travel during school holidays and public holidays, please seek consent from your child's school.

Next

Click on **Start date** or **End date** to input travel period

Select travel dates

From Start date To End date

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2

July 2022

Select dates

Select your **travel period** (start date and end date)

Select travel dates

From 13 Jun 2022 To 19 Jun 2022

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2

July 2022

Select dates

Click on **Select dates**

Declare Travel Plans

Step 2: Select duration

Travelling?

Yes

No

From To

13 Jun 2022 19 Jun 2022

If you plan to travel outside of school holidays and public holidays, please seek consent from your child's school.

Next

Click on **Next**



Step 3: Select destination

Travelling to

+ Add a country/city

Next

Click on
Add a country/city



Step 3: Select destination

Travelling to

+ Add a country/city

China - Beijing X

Japan - Hokkaido X

Next

Key in your
destination(s)



Confirm details

Declaring for

DEMO CHILD 10

From To

13 Jun 2022 19 Jun 2022

Travelling to

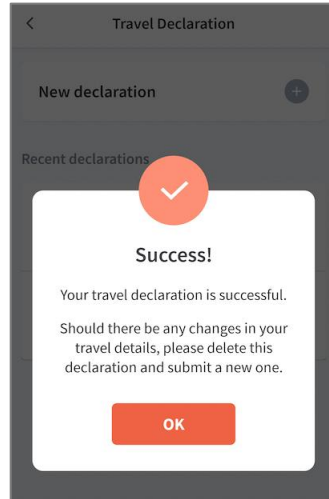
China - Beijing

Japan - Hokkaido

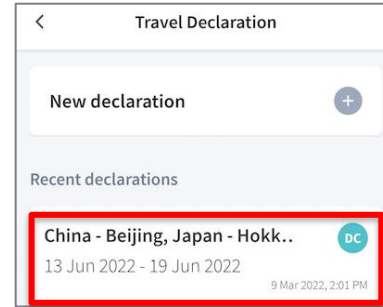
Submit

Click on **Submit**
if details are accurate

Declare Travel Plans



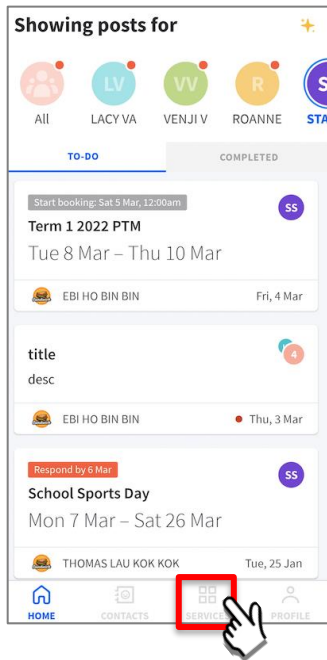
Successful Declaration



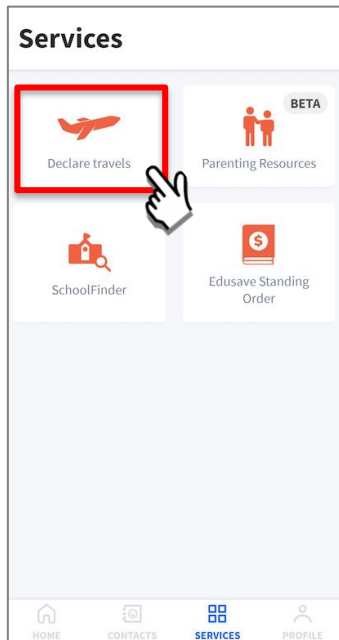
Travel plans are shown as entered. You would need to delete and declare again if amendments are required.

8b. Declare Not Travelling

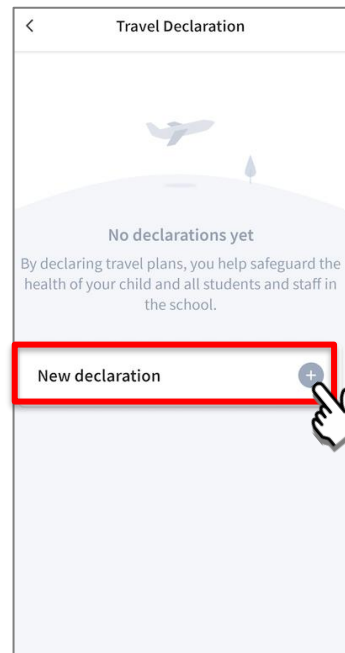
Declare Not Travelling



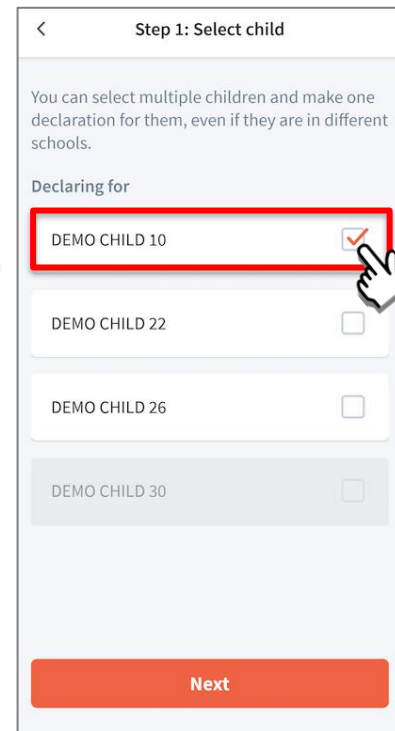
Click on **SERVICES**



Click on **Declare travels**



Click on **New declaration**



Select the child(ren)
and Click on **Next**

Declare Not Travelling

Step 2: Select duration

Travelling?

Yes

No

Next

Click on **No**

Step 2: Select duration

Travelling?

Yes

No

Period not travelling

March 2022 Holidays

Year-end 2021 Holidays

Next

Select the holiday period
that child is not travelling
period

Confirm details

Declaring for

DEMO CHILD 10

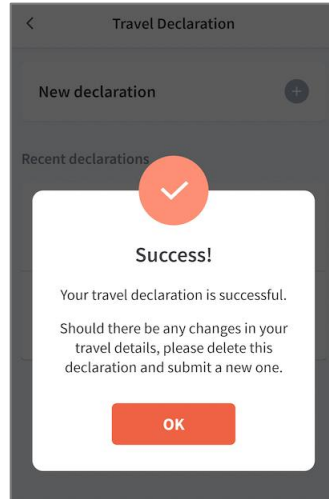
Period not travelling

March 2022 Holidays

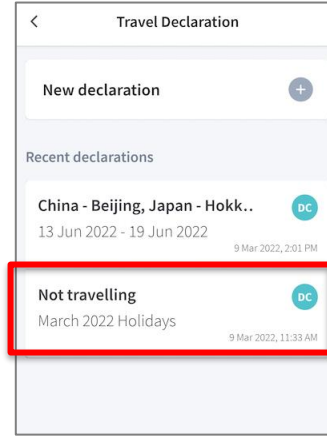
Submit

Click on **Submit** if
details are accurate

Declare Not Travelling



Successful Declaration

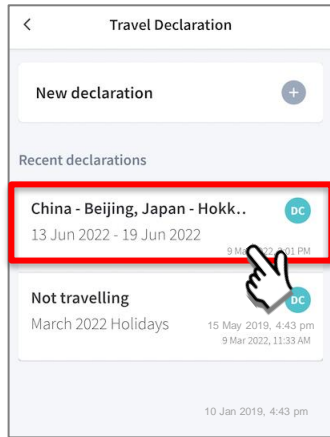


Travel plans are shown as entered. You would need to delete and declare again if amendments are required.

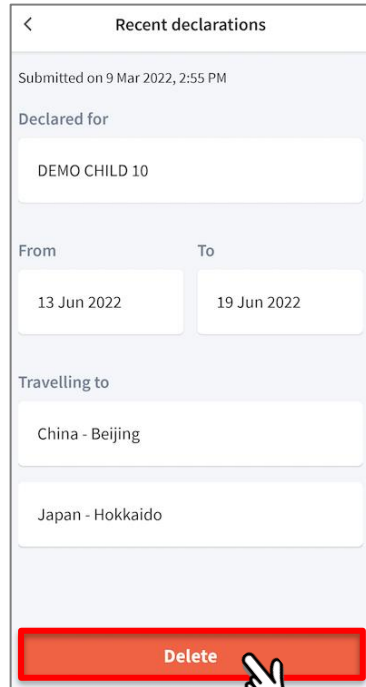
8c. Edit Travel Declaration

Edit Travel Declaration

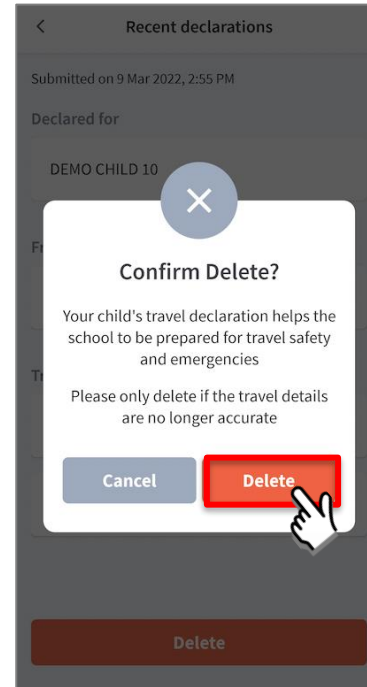
Delete the existing travel plan and replace with the new travel plan.



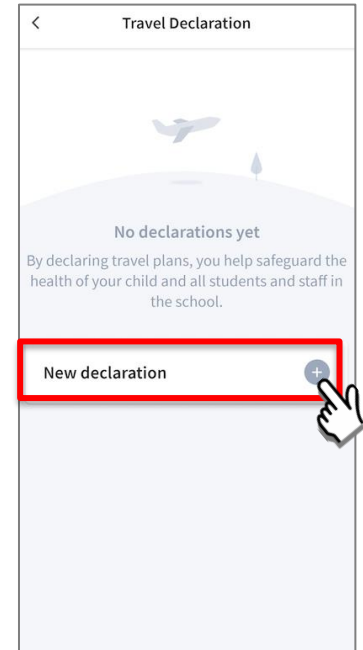
Select the travel plan to be changed



Tap on **Delete** to remove the previous declaration



Tap on **Delete** to confirm



Create a new travel declaration