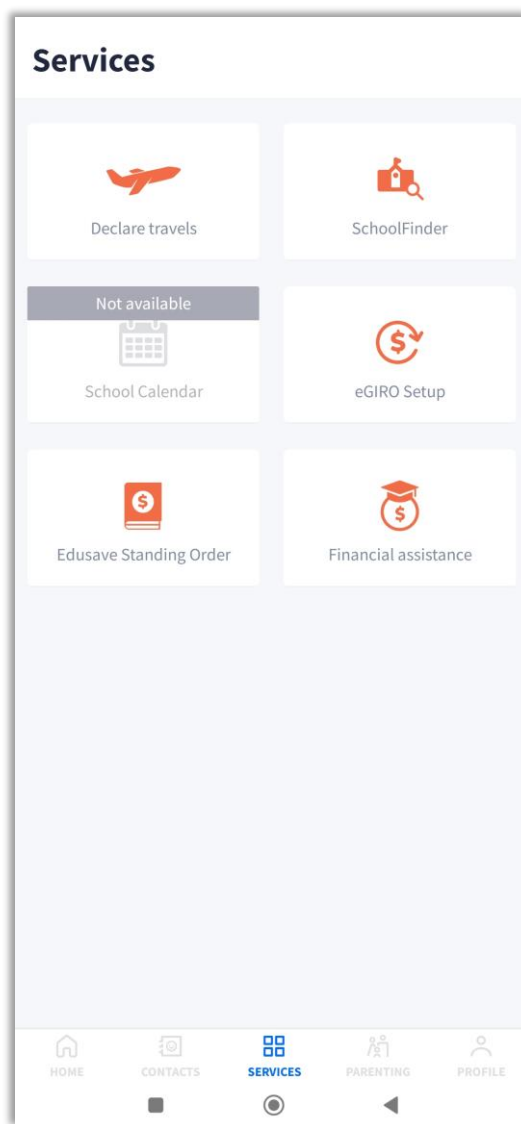


## Travel Declaration for School Holidays

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.

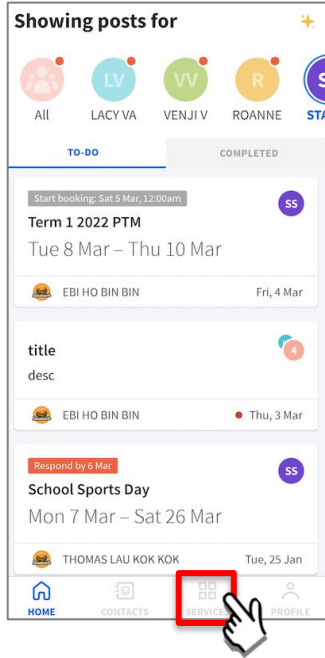
2. To make a travel declaration for your child/ward via Parents' Gateway (PG), go to [SERVICE > DECLARE TRAVELS].
3. Please declare your child/ward's travel plan(s), indicating both the country and city of travel, any city of transit, **by 27 May 2024**. Only one parent is required to make the declaration.
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.
6. **If there is a change in travel plan(s) after declaration, please submit a new travel declaration via PG if there is a change in travel destination or inform the school if the travel plan(s) are cancelled.**
7. Thank you for your partnership in developing our students. Please call the General Office at 6448 6433 or email [chijktcs@moe.edu.sg](mailto:chijktcs@moe.edu.sg) should you have any queries.



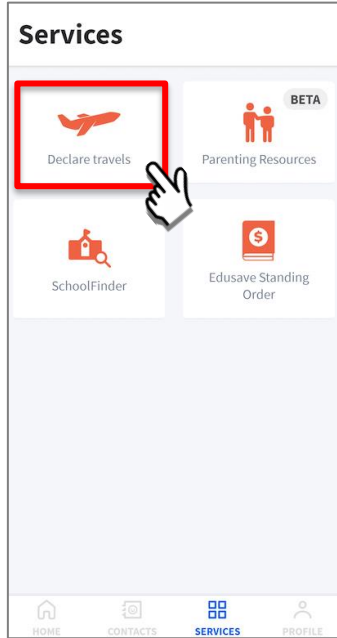
# 8. Declare Travels/Non-Travels

# 8a. Declare Travel Plans

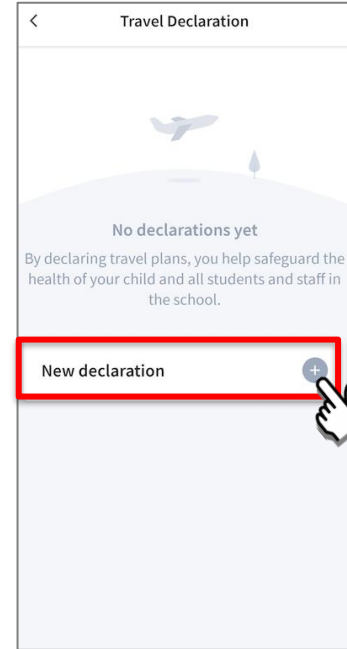
# Declare Travel Plans



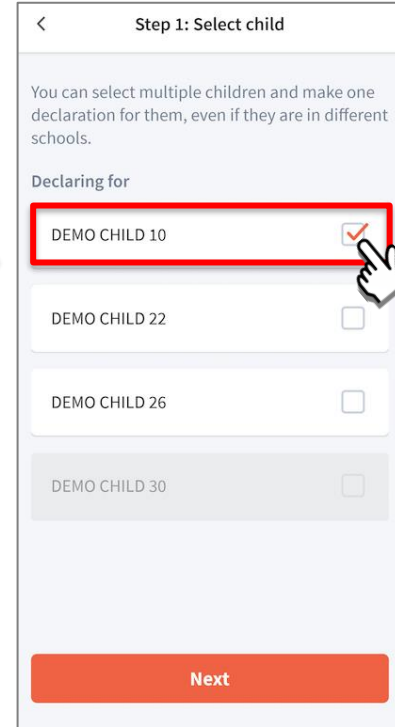
Click on **SERVICES**



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

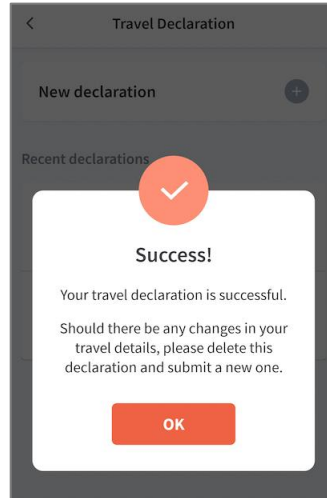
China - Beijing

Japan - Hokkaido

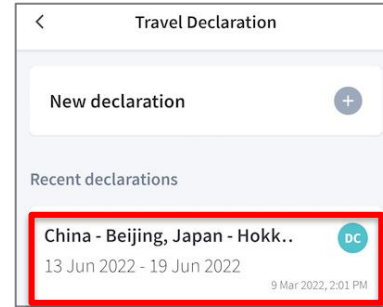
Submit

Click on **Submit**  
if details are accurate

# Declare Travel Plans



Successful Declaration

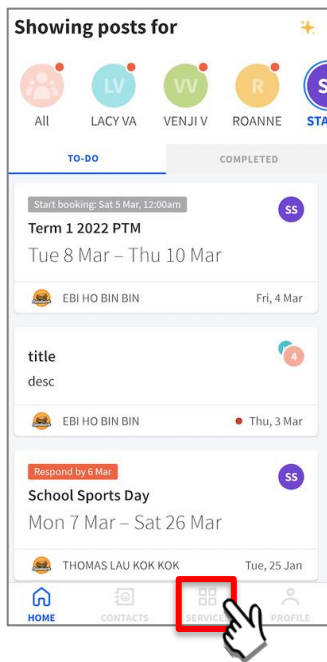


Travel plans are shown as entered. You would need to delete and declare again if amendments are required.

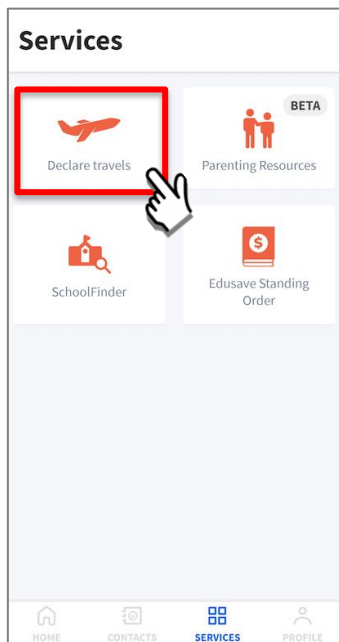
# 8b. Declare Not Travelling



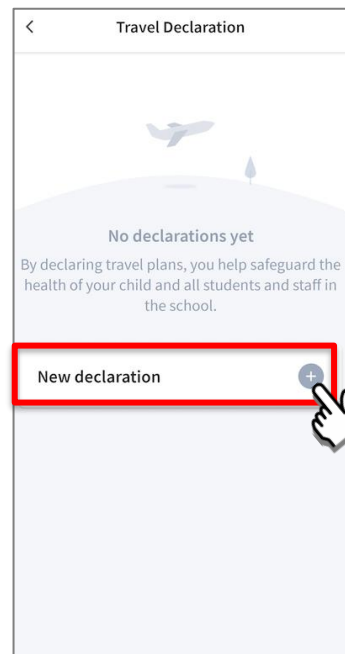
# Declare Not Travelling



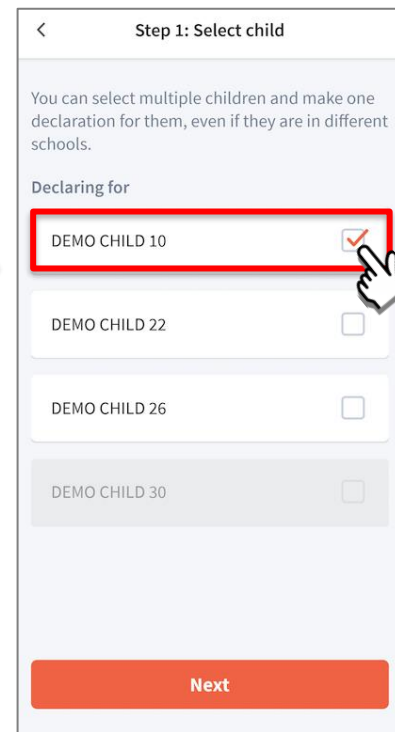
Click on **SERVICES**



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

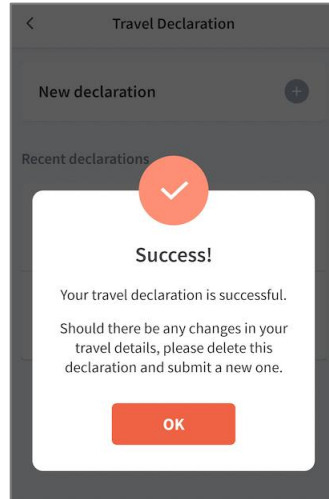
Period not travelling

March 2022 Holidays

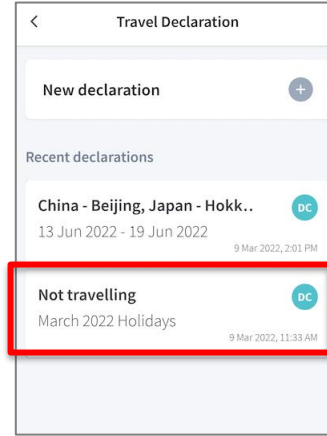
Submit

Click on **Submit** if  
details are accurate

# Declare Not Travelling



Successful Declaration

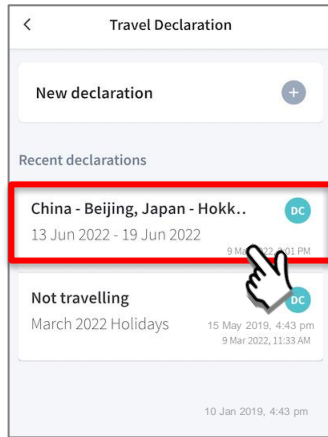


Travel plans are shown as entered. You would need to delete and declare again if amendments are required.

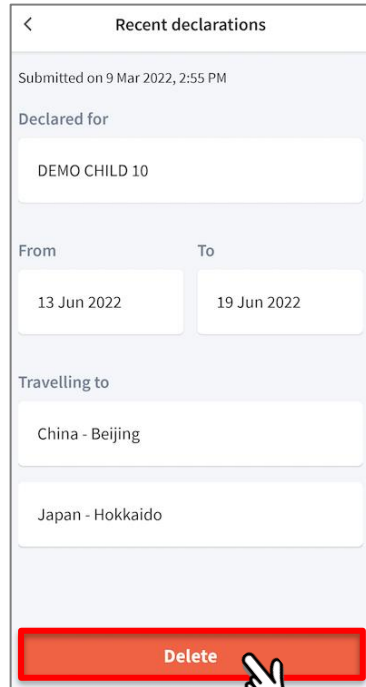
# 8c. Edit Travel Declaration

# Edit Travel Declaration

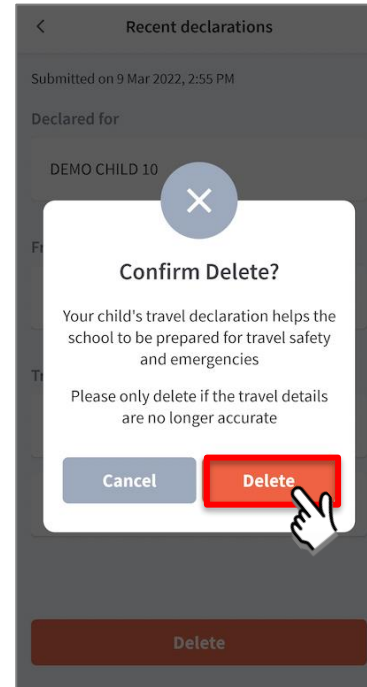
**Delete** the existing travel plan and replace with the new travel plan.



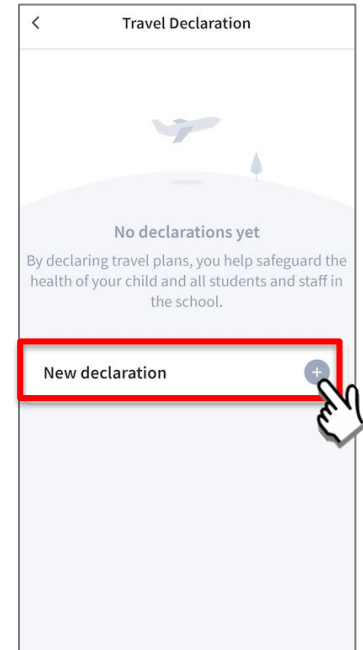
Select the travel plan to be changed



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



Tap on **Delete** to confirm



Create a new travel declaration