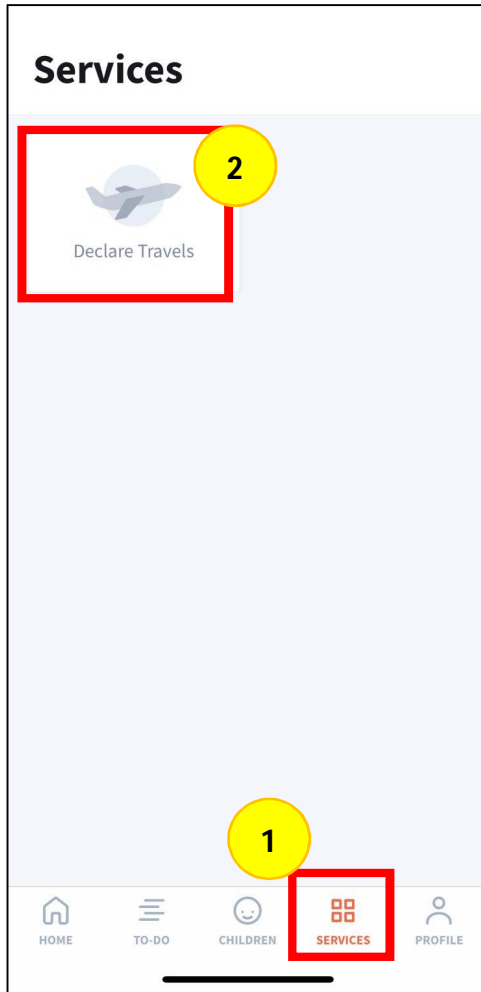
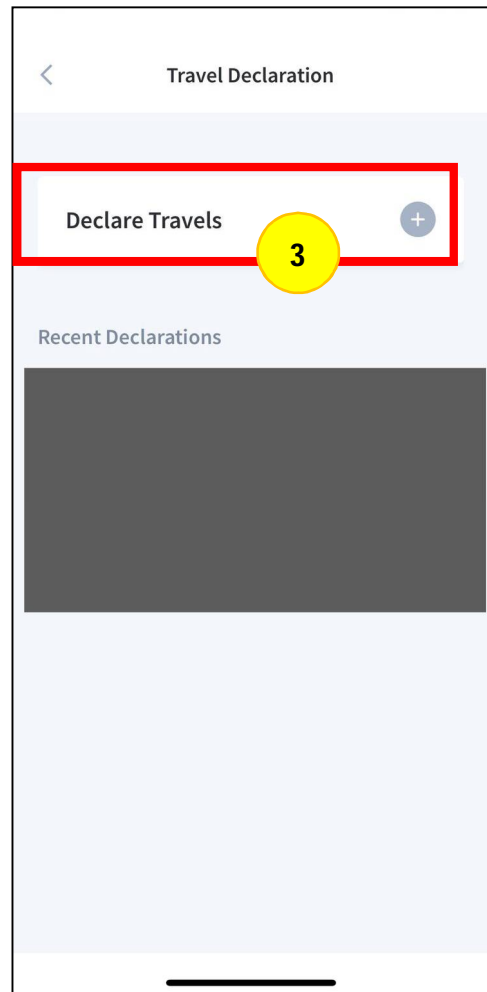


How to do travel declaration on Parents Gateway

Step 1: Click on Services to declare travels



Step 2: Click on Declare Travels



Step 3: If the travel declarations are the same, select all the children not be for all the children, select all the children (even if they are in different schools) and make ONE declaration. Click "NEXT".

The screenshot shows a mobile app interface titled "Declare Travels". At the top left is a back arrow. Below the title, there is a light blue background with the text: "If the declaration details are the same, select all the children, even if they are in different schools, and make only **ONE** declaration." Below this, it says "Select child(ren) to declare for:". There are two white rectangular buttons, one for "Child (1)" and one for "Child (2)", each with a small orange checkmark icon on the right. At the bottom of the screen is a large orange button labeled "Next".

Step 4: Indicate if your child(ren) will or will not be travelling

The screenshot shows a mobile app interface titled "Declare Travels". At the top left is a back arrow. Below the title, there is a light blue background with the text: "Would your child(ren) be travelling?". Below this text are two white rectangular buttons, one for "Yes" and one for "No", each with a small white radio button icon on the right. At the bottom of the screen is a large orange button labeled "Next".

If your child(ren) are not travelling

Step 5: Select No. Indicate the holiday that your child(ren) will not be travelling and click "DONE".

Declare Travels

Would your child(ren) be travelling?

Yes

No

Next

Declare Travels

Period your child(ren) is NOT travelling:

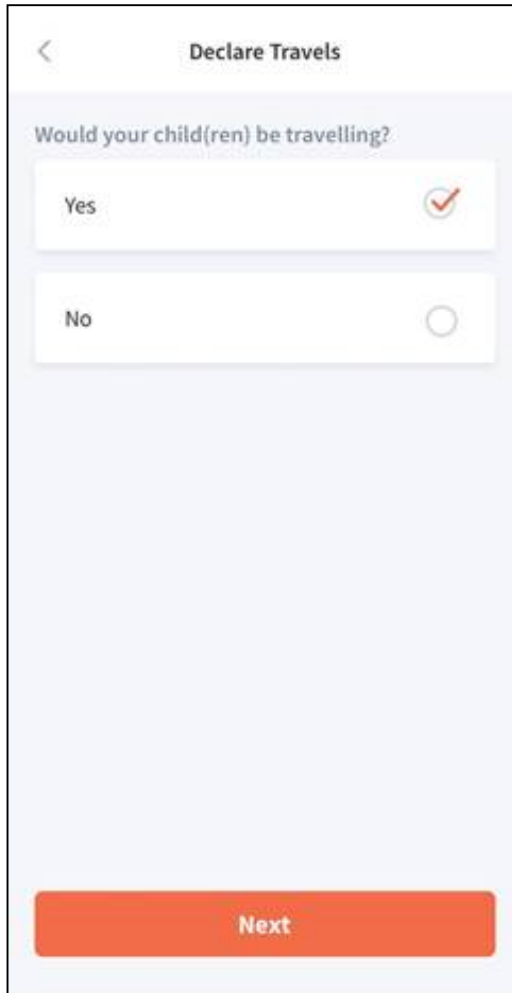
Year-end 2019 Holidays

September 2019 Holidays

Done

If your child(ren) will be travelling

Step 5: Click Yes. Select the travel dates and destination, click "DONE".



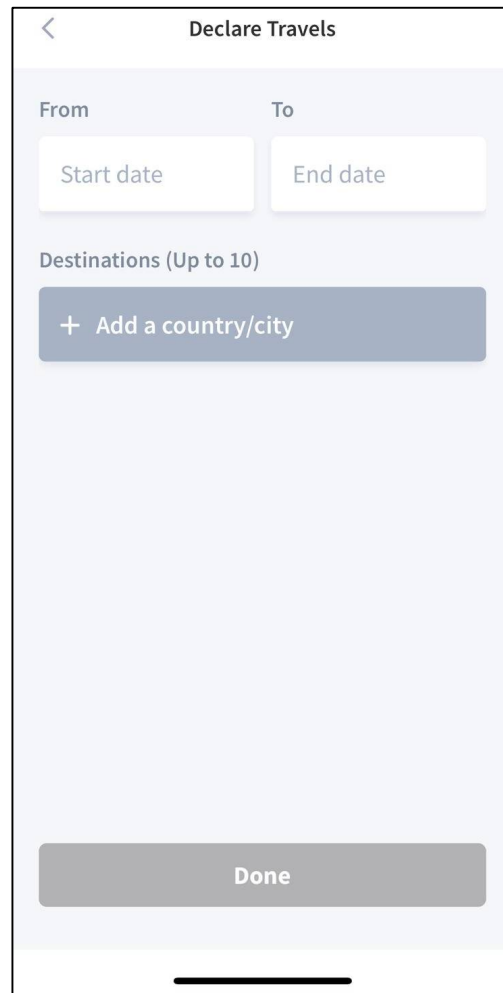
Declare Travels

Would your child(ren) be travelling?

Yes

No

Next



Declare Travels

From To

Start date End date

Destinations (Up to 10)

+ Add a country/city

Done

FAQ

When should I use the 'Declare Travels' service?

You should complete the travel declaration if your child is travelling overseas. This may be done upon confirmation of travel plans or when you are notified by your child's school to do so. Accurate travel information helps schools better prepare for emergencies.

I received a notification from the school via Parents Gateway to submit travel plans for one of my children but not for my other child who is attending a different school. Why is this so?

This means that your child's school has yet to start using Parents Gateway for travel declaration or has not send out the notification yet. As all schools do request for travel declarations, you will be notified by your child's school on the mode of declaration.

Do I have to make separate travel declarations for each of my children?

If the declaration details are the same for all your children, you can select all their names and make only one declaration, even if they attend different schools.

Do both parents have to make travel declarations?

Only a single declaration is required.

Why am I asked to declare my child's travel plans if he/she is not travelling overseas?

Depending on individual school's practice, some schools may require a nil declaration even if your child is not travelling during the school holidays. In this case, please select the "**Not Travelling**" option.

How do I edit a travel declaration that has been submitted?

If there are changes to the submitted travel details, you may delete the existing declaration and submit a new one.