School Name/Letter Head

**INFORMING SCHOOL OF CHILD/WARD’S TRAVEL PLANS**

Name of Child/Ward: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NRIC / BC / FIN No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child/ward have/will be travelling to the following country/countries between 14Jan20 and 31Mar20.

The details are listed below:

|  |  |
| --- | --- |
| **Country and City of Intended Travel**  | **Period of Stay** |
| **From** | **To**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Important Notes:*

*Where possible, please provide details of country and date of transit if your child/ward will be stopping over at any other country while travelling.*

Name of Parent / Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **For Official Use** |
| **Acknowledged by Form Teacher**  |  |
| **Date** |  |