



INFORMING SCHOOL OF STUDENT/WARD'S OVERSEAS TRAVEL PLANS

Name of Student / Ward*: _____
NRIC / BC / FIN No.: _____
Class: _____

I / My Ward* have travelled/will be travelling to the following countries / cities:
between 12 Feb 2020 to 31 July 2020

The details are listed below:

Countries / Cities of Intended Travel	Period of Stay	
	From	To

Important Notes:

Where possible, please provide details of country / cities and date of transit if you / your Ward will be stopping over at any other country while travelling.
A **Nil** reply is also required*

Do you have plans to go or have you visited the following country/city between 12 Feb 2020 to 31 July 2020:-

No.	Country/ City	Tick ONE	
		Yes	No
1.	China		
2.	Iran		
3.	Northern Italy		
4.	Republic of Korea (Daegu and Cheongdo)		

I acknowledge that it is my responsibility to inform Penciltutor School of any changes to my above declared travel plans.

Name of Student / Parent / Guardian*: _____

Signature: _____ (of student above 18 years old or parent)

Date: _____

For Official Use	
Acknowledged by PEI	
Date	



INFORMING SCHOOL OF Stay-Home Notice (SHN), Leave of Absence (LOA) and Quarantine Order (QO)

Name of Student / Ward*: _____

NRIC / BC / FIN No.: _____

Class: _____

Please tick the appropriate column in the following table:

No.	Have you/ any one of your immediate family members been issued	Tick ONE	
		Yes	No
1.	Stay-Home Notice (SHN)		
2.	Leave of Absence (LOA)		
3.	Quarantine Order (QO)		

If your answer is 'YES' to any of the above, please give details below:

I acknowledge that it is my responsibility to inform Penciltutor School if I or any one of my immediate family members are issued a Stay-Home Notice (SHN), Leave of Absence (LOA) and/or Quarantine Order (QO) in the future.

Name of Student / Parent / Guardian*: _____

Signature: _____ (of student above 18 years old or parent)

Date: _____

For Official Use	
Acknowledged by PEI	
Date	