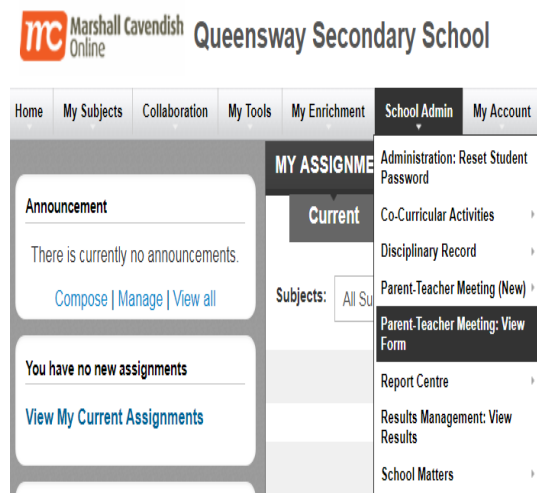


Parent's/Guardian's Copy

A. Instructions to book your preferred time online for the Parent-Teacher Meeting in Mconline

1. Go to <http://www.mconline.sg>
2. Log in using **the parent account**
 - User ID: p_QSS<Child's last 6 characters of their BC No.> (eg. p_QSS33698D)
 - School ID: QSS
 - Password: parent01
4. If you have **more than 1 child**, please log on to all your children's accounts individually.
5. Select "School Admin" tab at the menu bar.
6. Click "Parent-Teacher Meeting (new): View form: PTM list"
7. Click on the "2018 Parent-teacher-meet" under "title" and book up to a maximum of 3 teachers you wish to meet (Form or Subject teachers) on your preferred available time slot. For the other teachers that you are not meeting, please click at the "Not Attending".
8. Scroll down to the bottom of the page. Enter your Name and your Contact number.
9. Please tick Declare that all the information are correct before you click on Confirm to complete your booking.



PTM Event Details

Event Name: 2018 Parent-Teacher-Meet
Event Description: Please book up a time slots with up to 3 teachers (Form/Subject teachers) for your child.
Max Booking: 3
Event Start Date: 25/05/2018 Event End Date: 25/05/2018
Event Start Time: 10:30 AM Event End Time: 04:30 PM Date: 25/05/2018

*Note: Move your mouse pointer over the tooltip icon to view more details.

Time	YEO CHOON HWA	CHEONG FOOK DON	CHAN KWAN MENG ALEX	LEONG CHOI PENG	TAY SWEE HOE	SIAH SWEE CHUAN	HO CHONG HUAT	Audrey Chua Sing Li	SIA BOON PING	TERENCE LEONG	LIM SWEE KHENG
NOT Attending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30 AM - 10:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:45 AM - 11:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00 AM - 11:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:15 AM - 11:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30 AM - 11:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:45 AM - 12:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00 PM - 12:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:15 PM - 12:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you encounter any problem, please call hotline at 6777 5198 on Monday - Friday: 8.00 a.m. - 7.00 p.m. Saturday: 8 a.m. - 1 p.m. OR submit your enquiry by clicking on the icon "Technical Support" on the login page.

A. Instructions to submit Travel Declaration online in Mconline

1. You need to submit travel declaration online only if your child is travelling during the school holidays.
2. Select "School Admin" tab at the menu bar and click "School Matters" and "View My Child's Travel Plans".
3. Click "Declare" and fill up the details accordingly. Enter your Name and your Contact number at the bottom of the page.
5. Please tick Declare that all the information are correct before you click on save to complete your travel declaration.

Travel Declaration

Please Select:

I will NOT be travelling to another country during the following holiday: Mar Jun

I will be travelling to another country during the school vacation. Below is my travel plan:

From:

To:

Country:

State:

Purpose of Travel:

Mode of Travel:

Emergency Contact: