

17 January 2019

Dear Parent/Guardian,



SAN YU ADVENTIST SCHOOL  
三育中小学

## **E-learning Days & Travel Declaration**

### **E-learning Days**

This letter is to inform you that all students from PS1F to Secondary 4 do not need to attend school on Thursday, 24 January and Friday, 25 January 2019, as the school would be conducting home-based learning for our students on those two days. The e-learning assignments will be assigned through the AsknLearn learning portal by all the subject teachers whose lessons are scheduled in the school timetable for the class of your child/ward, from 8.20 am to 1.00 pm, for the two days. All students are required to complete all the assignments found under My Task from 8.00am to 5.00pm during the scheduled e-learning days. Only new students from Primary 5 to Secondary 3 who are attending the Orientation Camps on the 2 days are allowed to complete their e-learning assignments latest on Sunday, 27 January 2019.

The details for accessing the AsknLearn website are listed below:

School's E-Learning Portal Address: [lms.asknlearn.com/syas](https://lms.asknlearn.com/syas)

Login ID: SYAS student's number (small letters) and the password is the same as their login ID.

If students encounter common user problems at home, they may contact the AsknLearn helpdesk at 67779661 (7.30am to 9pm, Mondays to Fridays).

I seek your understanding and support in helping us provide our students with the exposure to independent learning so that in the event when there is a necessity to stay quarantined at home, learning can still be facilitated.

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SAN YU ADVENTIST SCHOOL  
三育中小学

## Travel Declaration

In view of the long Chinese New Year public and SYAS holidays from 2 February to 10 February, the school would like to request that you kindly help us complete an online Travel Declaration Form if you are taking your child/ward for an overseas trip. A nil return is required even if you are not travelling. Please continue to fill in the Travel Declaration Form whenever you have the intention to bring your child/ward for an overseas trip during the Term 1, Term 2 and/or Term 3 holidays. This is because your child/ward has to be reminded of his/her personal role in exercising social responsibility. Kindly follow the step-by-step user guide as follows to complete the travel declaration:

- A) Log on to the Student Portal at <https://lms.asknlearn.com/syas>.
- B) Click on My Tasks - Travel Declaration Form
- C) Select 'Yes' if you will be travelling and 'No' if you will not be.
- D) If you select the option 'No', proceed to click on the 'Save' button to submit the Travel Declaration Form.
- E) If you select the option 'Yes', proceed to complete the given fields and click on the 'Save' button to submit the Travel Declaration Form.

If your child/ward becomes unwell upon returning from an overseas trip, please kindly inform the Form Teacher.

Thank you.

Yours sincerely,

Esther Ng

Discipline Mistress

Please cut along this line, retain the above reference and return the acknowledgment slip below.

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### Acknowledgment by Parent / Guardian:

#### E-learning Days & Travel Declaration

To: San Yu Adventist School

Attn: \_\_\_\_\_  
Form Teacher

I, \_\_\_\_\_, the parent/ guardian of \_\_\_\_\_  
Name of parent/ guardian Name of student

from PS1F / Sec \_\_\_\_\_, have noted the contents of HOD letter dated 17 January 2019.

\*Father/ Mother/ Guardian's Signature: \_\_\_\_\_

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