

Travel Declaration for June Holidays 2019

1. Go to LMS Parent Portal at tinyurl.com/cwssparents

Note : For technical issues, please contact :

Tel : 6777 9661 (Monday – Friday : 7.30am – 6.00pm)

Email : lmssupport@wizlearn.com

2. Login to Parent Portal.

3. Child's User ID :

User ID: First 5 character of student's name as in NRIC/FIN + last 5 character of NRIC/FIN
(Example – Eve Tan Ming Yue T0683947E will be EVETA3947E) *Case sensitive

4. Password: parents

5. Click on “Tools->Travel Declaration (NEW)”.

Home eReports eResult **Tools** Links Profile Logout

Tools

What would you like to **do** today?

Travel Declaration (NEW)
Declare your holiday destination
(for crisis management)

Mid-Year Parent-Teacher Meeting
To allow parents to book
appointment(s) to meet Teacher(s).

5. Submit Travel Plan

Step 1 : Click on “My Child/Ward Travel Declaration” button.

Travel Declaration

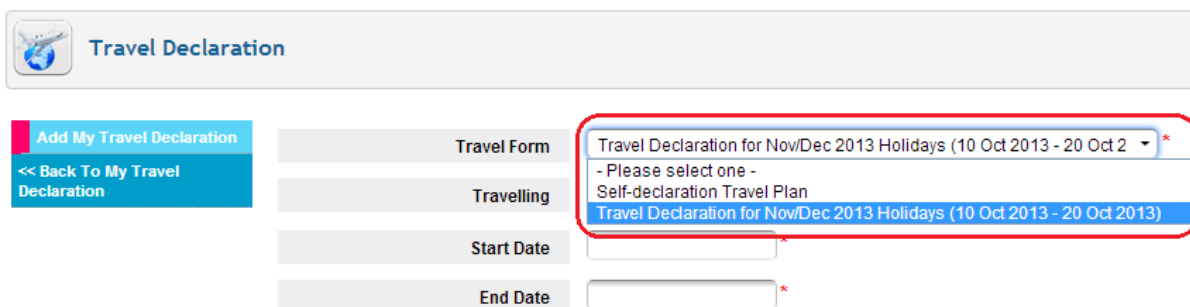
[My Travel Declaration](#)

[+ My Child/Ward Travel Declaration](#)

No record found

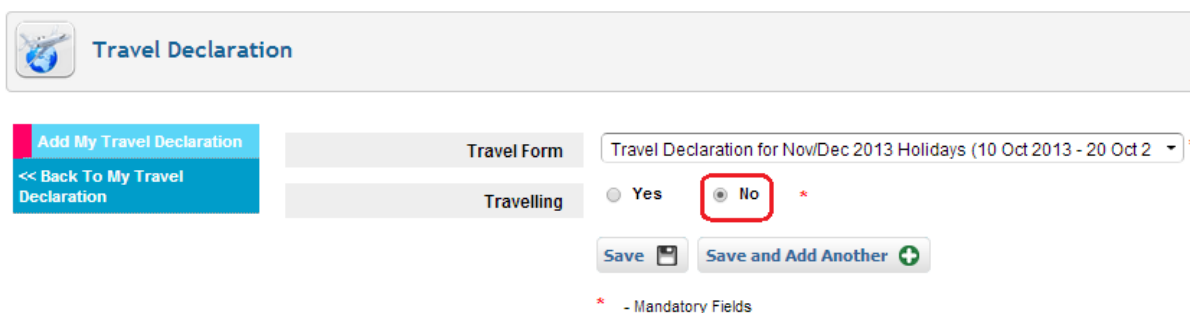
Step 2 : Select the relevant form.

Eg:




The screenshot shows the 'Travel Declaration' form. On the left, there are two buttons: 'Add My Travel Declaration' and '<< Back To My Travel Declaration'. The form fields are: 'Travel Form' (a dropdown menu with a red border, showing options: 'Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2013)', '- Please select one -', 'Self-declaration Travel Plan', and 'Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2013)'); 'Travelling' (a dropdown menu); 'Start Date' (a text input field); and 'End Date' (a text input field). Red asterisks indicate mandatory fields.

Step 3 : If not travelling, select “No” and then click on “Save” button to submit “NIL” travel plan.



The screenshot shows the 'Travel Declaration' form. On the left, there are two buttons: 'Add My Travel Declaration' and '<< Back To My Travel Declaration'. The form fields are: 'Travel Form' (a dropdown menu with a red asterisk, showing 'Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2013)'); 'Travelling' (radio buttons for 'Yes' and 'No', with 'No' selected and circled in red, and a red asterisk); 'Save' (a button with a floppy disk icon); and 'Save and Add Another' (a button with a green plus icon). A red asterisk indicates mandatory fields.

Step 4 : If travelling, select “Yes” and enter the necessary information.

 **Travel Declaration**

Add My Travel Declaration
<< Back To My Travel Declaration

Travel Form	Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2
Travelling	<input checked="" type="radio"/> Yes <input type="radio"/> No *
Start Date	<input type="text"/> *
End Date	<input type="text"/> *
Country	- Please select one - *
City	- Please select one - *
Destination Address	<input type="text"/>

Step 5 : Scroll down and click on “Save” button to submit travel plan.

Note : If you are travelling to more than one country/city, do the following :

Travel Form	Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 31 Oct 2
Travelling	<input checked="" type="radio"/> Yes <input type="radio"/> No *
Start Date	01/11/2013 *
End Date	30/11/2013 *
Country	Malaysia *
City	Kuala Lumpur *
Destination Address	Hotel California
Overseas Contact Number (Hotel Phone/Overseas Mobile)	91111111 *

Select the country/city you are visiting first

Mode of Travel (If by Air, state flight number)

Purpose of Travel / Remark

Next of Kin *

Next of Kin Contact Number *

Transit Info

Start Date	End Date	Country	City	Remove
<input type="text" value="15/11/2013"/>	<input type="text" value="30/11/2013"/>	<input type="text" value="Malaysia"/>	<input type="text" value="Malacca"/>	<input type="button" value="✖"/>

[Add Transit Info](#)

I declare that all the information entered here is correct and accurate as of the time of submission of this declaration. *

* - Mandatory Fields

Click here to add more country/city

Select the country/city your child or you are visiting

Click the checkbox to confirm details

Click "Save" to submit