

## Travel Declaration for March Holidays 2018

1. Go to LMS Parent Portal at [tinyurl.com/cwssparents](http://tinyurl.com/cwssparents)

**Note : For technical issues, please contact :**

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

**Email : [lmssupport@wizlearn.com](mailto:lmssupport@wizlearn.com)**

2. - For Sec 1 students their account will be 18CWSS followed by the last 4 digit and the alphabet e.g. 18CWSS2345A
- For Sec 2 students their account will be 17CWSS followed by the last 4 digit and the alphabet e.g. 17CWSS2345A
- For Sec 3 students their account will be 16CWSS followed by the last 4 digit and the alphabet e.g. 16CWSS2345A
- For Sec 4 students their account will be 15CWSS followed by the last 4 digit and the alphabet e.g. 15CWSS2345A
- For Sec 5 students their account will be 14CWSS followed by the last 4 digit and the alphabet e.g. 14CWSS2345A

3. Password: parents

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

The screenshot shows the LMS Parent Portal interface. At the top, there is a blue navigation bar with the following links: Home, eReports, eResult, Tools (highlighted with a red box), Links, Profile, and Logout. Below the navigation bar, there is a 'Tools' section with a wrench and screwdriver icon. Underneath, the 'do today?' section features two main options: 'Travel Declaration (NEW)' with a globe icon and the description 'Declare your holiday destination (for crisis management)', and 'Mid-Year Parent-Teacher Meeting' with an icon of two people and the description 'To allow parents to book appointment(s) to meet Teacher(s)'. The 'Travel Declaration (NEW)' option is highlighted with a red rounded rectangle.

5. Submit Travel Plan

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

# Travel Declaration

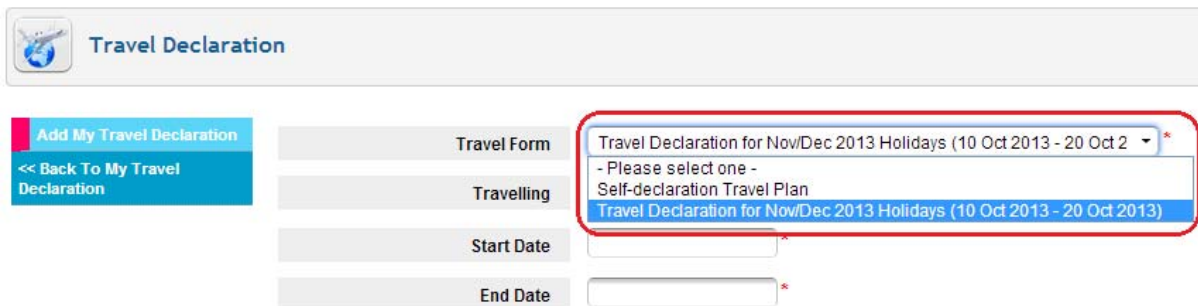
**My Travel Declaration**

**+ My Child/Ward Travel Declaration**

No record found

**Step 2 :** Select the relevant form.

Eg:



**Travel Declaration**

**Add My Travel Declaration**

**<< Back To My Travel Declaration**

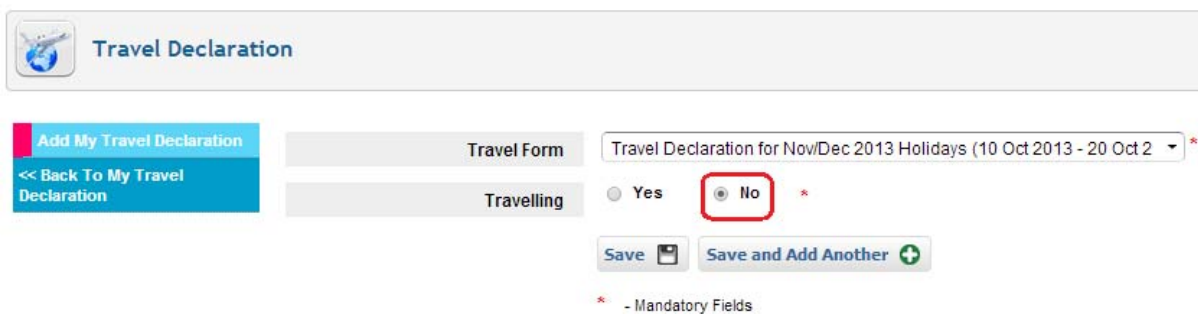
**Travel Form**

**Travelling**

**Start Date**

**End Date**

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



**Travel Declaration**

**Add My Travel Declaration**

**<< Back To My Travel Declaration**


**Travel Form**

**Travelling**  Yes  No

**Save** **Save and Add Another**

\* - Mandatory Fields

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

 **Travel Declaration**

**Add My Travel Declaration**  
[<< Back To My Travel Declaration](#)

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

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

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