

Travel Declaration for Nov-Dec Holidays 2017

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

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

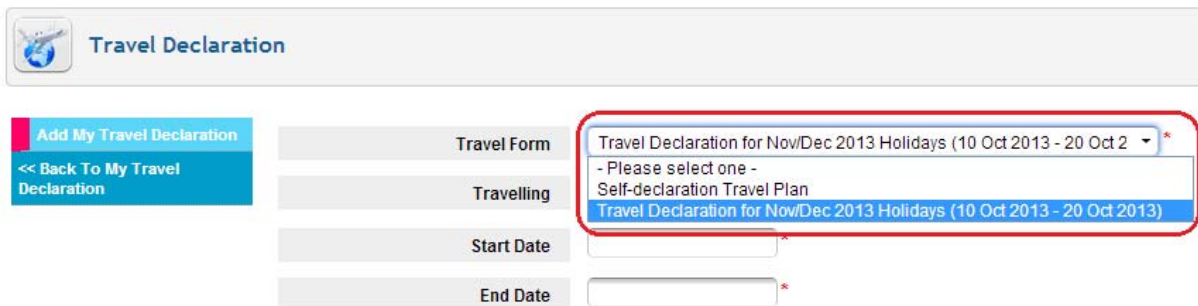
My Travel Declaration

+ My Child/Ward Travel Declaration

No record found

Step 2 : Select the relevant form.

Eg:



Travel Declaration

Add My Travel Declaration

<< Back To My Travel Declaration

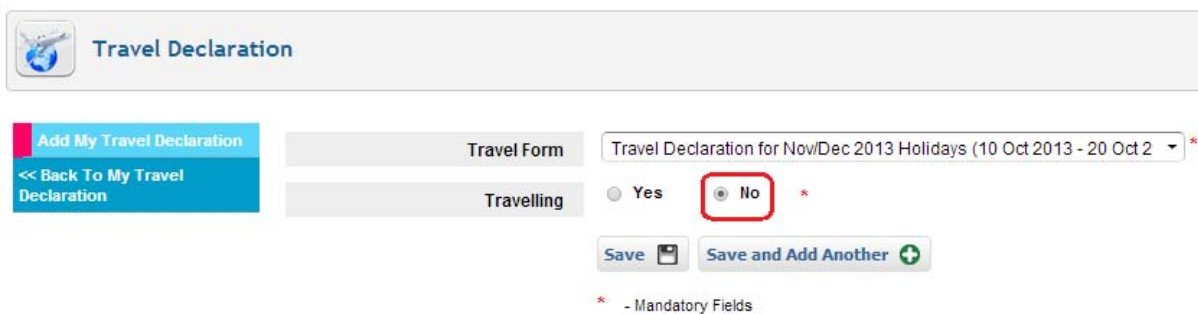
Travel Form

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](#)

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
Add Transit Info	<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