

## Travel Declaration for September Holidays 2017

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 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
- For Sec 5 students their account will be 13CWSS followed by the last 4 digit and the alphabet e.g. 13CWSS2345A

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

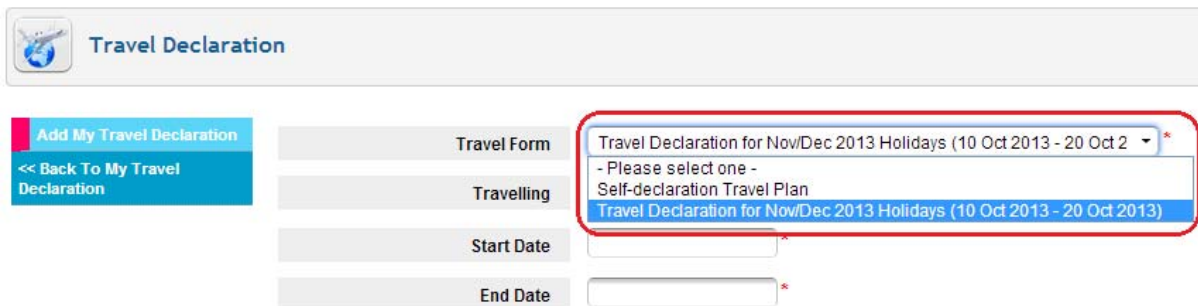
**My Travel Declaration**

**+ 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**

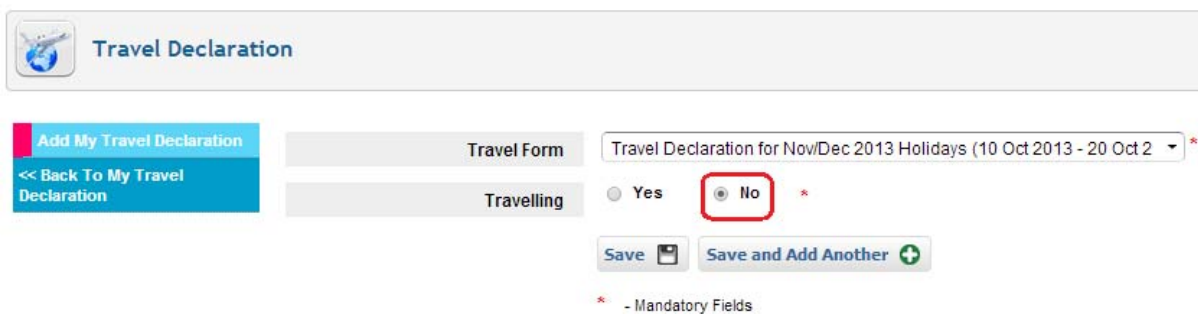
**Travel Form**  \*

**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**   \*

**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
<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