

## Travel Declaration for September Holidays 2019

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. 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).

6. Submit Travel Plan

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

## Travel Declaration

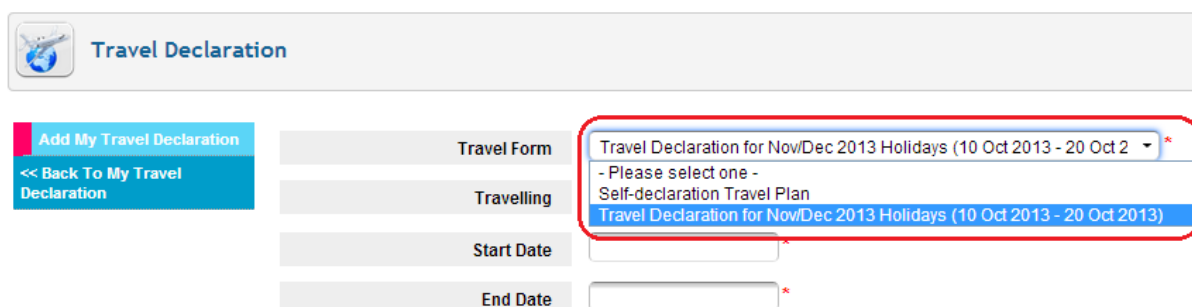
[My Travel Declaration](#)

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

No record found

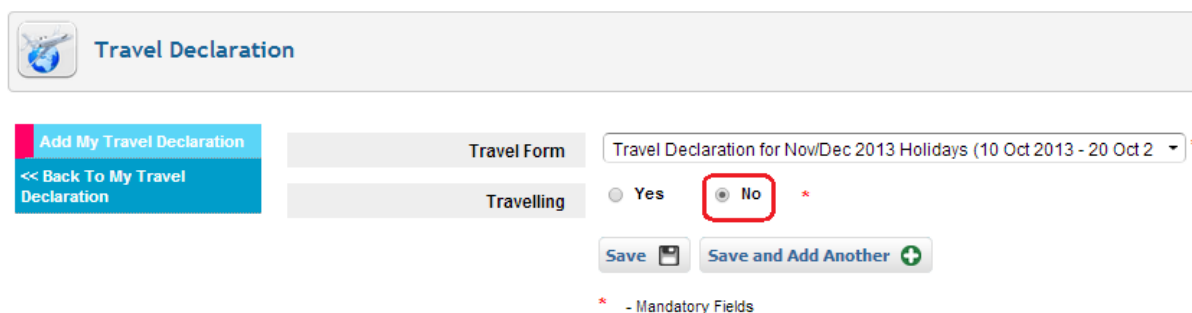
**Step 2 :** Select the relevant form.

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 has four fields: 'Travel Form', 'Travelling', 'Start Date', and 'End Date'. The 'Travel Form' dropdown menu is open, showing three options: 'Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2)', '- Please select one -', and 'Self-declaration Travel Plan'. The first option is selected and highlighted in blue. The 'Travelling' field is currently empty. The 'Start Date' and 'End Date' fields are also empty. 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. The 'Travel Form' dropdown menu is now closed and shows the selected option: 'Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2)'. The 'Travelling' field has two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a red box. Below the form, there are two buttons: 'Save' and 'Save and Add Another'. A red asterisk is next to the 'No' radio button. At the bottom, there is a note: '\* - Mandatory Fields'.

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

 **Travel Declaration**

|   |                            |  |
|---|----------------------------|--|
| <b>Add My Travel Declaration</b>              | <b>Travel Form</b>         | Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2013) * |
| <b>&lt;&lt; Back To My Travel Declaration</b> | <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 2013) * |
| <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<br/>(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