

## Travel Declaration for June 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. User ID: 16CWSS followed by the last 4 digits of your child/ward BC / NRIC number as well as the alphabet. (E.g. if your child/ward BC/NRIC no. is T0123456A, then the User ID will be 16CWSS3456A)

3. Password: parents

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

The screenshot shows the top navigation bar of the LMS Parent Portal. The bar is blue and contains the following links: Home, eReports, eResult, Tools, Links, Profile, and Logout. The 'Tools' link is highlighted with a red box. Below the navigation bar, there is a 'Tools' section with a wrench and screwdriver icon. Underneath, there is a section titled 'What would you like to do today?' with two featured items: 'Travel Declaration (NEW)' and 'Mid-Year Parent-Teacher Meeting'. The 'Travel Declaration (NEW)' item is highlighted with a red box and includes the subtext 'Declare your holiday destination (for crisis management)'. The 'Mid-Year Parent-Teacher Meeting' item includes the subtext '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.

The screenshot shows the 'Travel Declaration' section in the LMS Parent Portal. It features a 'Travel Declaration' button with a globe icon. Below this, there are two buttons: 'My Travel Declaration' and 'My Child/Ward Travel Declaration'. The 'My Child/Ward Travel Declaration' button is highlighted with a green plus sign. Below the buttons, the text 'No record found' is displayed.

**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' (dropdown menu), 'Travelling' (checkbox), 'Start Date' (text input), and 'End Date' (text input). The dropdown menu is open, showing three options: 'Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2013)', '- Please select one -', and 'Self-declaration Travel Plan'. The first option is highlighted in blue. The 'Travelling' checkbox is unchecked. The 'Start Date' and 'End Date' fields are empty. There are asterisks next to the 'Travel Form', 'Start Date', and 'End Date' fields, indicating they are mandatory.

**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 set to 'Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2013)'. The 'Travelling' field has two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a red box. Below the radio buttons are two buttons: 'Save' and 'Save and Add Another'. There is a legend below the form: '\* - Mandatory Fields'.

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

The screenshot shows the 'Travel Declaration' form. The 'Travel Form' dropdown menu is set to 'Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2013)'. The 'Travelling' field has two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected and highlighted with a red box. Below the radio buttons are two buttons: 'Save' and 'Save and Add Another'. The form fields are: 'Travel Form' (dropdown menu), 'Travelling' (radio buttons), 'Start Date' (text input), 'End Date' (text input), 'Country' (dropdown menu), 'City' (dropdown menu), and 'Destination Address' (text input). There are asterisks next to the 'Travel Form', 'Start Date', 'End Date', 'Country', 'City', and 'Destination Address' fields, indicating they are mandatory.

**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**  Yes  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 \*

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

**Purpose of Travel / Remark**

**Next of Kin** Tan Ah Tee \*

**Next of Kin Contact Number** 92222222 \*

Transit Info	Start Date	End Date	Country	City	Remove
	15/11/2013	30/11/2013	Malaysia	Malacca	✕

[Add Transit Info](#) Select the country/city your child or you are visiting

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

Click the checkbox to confirm details

Click "Save" to submit

\* - Mandatory Fields