

Travel Declaration for June Holidays 2017

1. Go to LMS Parent Portal at tinyurl.com/cwssparents

Note : For technical issues, please contact :

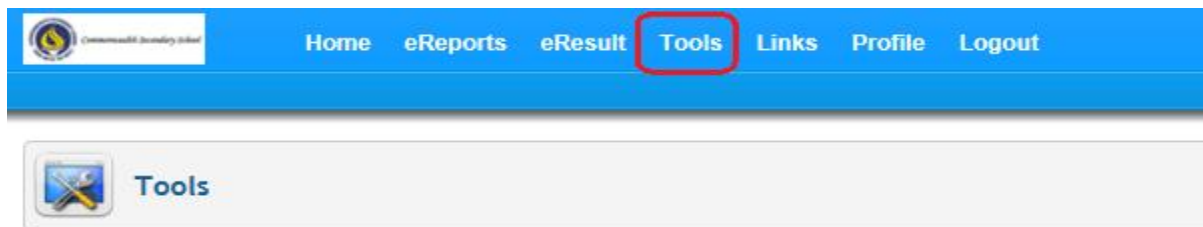
Tel : 6777 9661 (Monday – Friday : 7.30am – 6.00pm)

Email : lmssupport@wizlearn.com

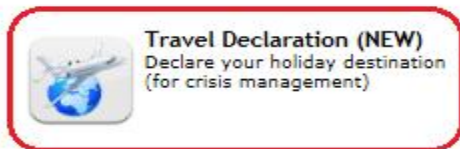
2. For Sec 2 students their account will be 16CWSS followed by the last 4 digit and the alphabet (E.g. if your child/ward BC/NRIC no. is T0123456A, then the User ID will be 16CWSS2345A)

3. Password: parents

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



What would you like to **do** today?



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.



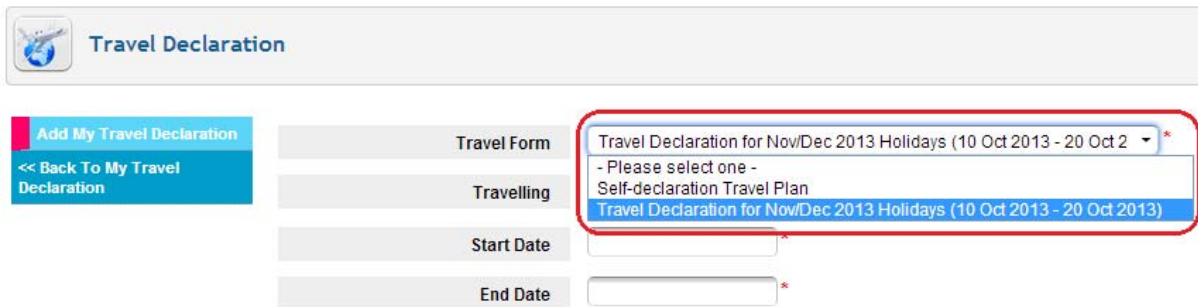
My Travel Declaration

+ My Child/Ward Travel Declaration

No record found

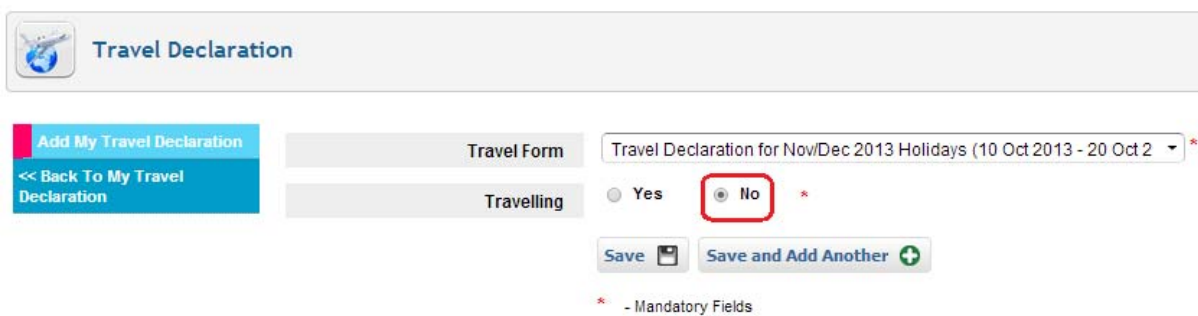
Step 2 : Select the relevant form.

Eg:




The screenshot shows the 'Travel Declaration' form. On the left, there are two buttons: 'Add My Travel Declaration' (highlighted in red) 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 2013)', '- Please select one -', and 'Self-declaration Travel Plan'. The 'Travelling' field is currently empty. The 'Start Date' and 'End Date' fields are also empty. A red box highlights the 'Travel Form' dropdown menu.

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



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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
	<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="✖"/>

[Add Transit Info](#)

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