

## 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 :**

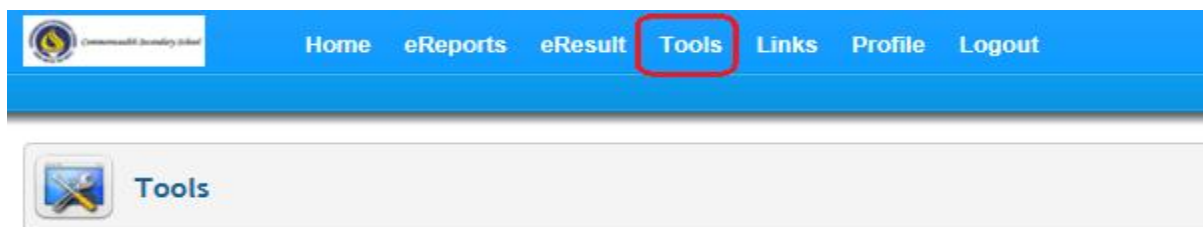
**Tel : 6777 9661 (Monday – Friday : 7.30am – 6.00pm)**

**Email : [lmssupport@wizlearn.com](mailto:lmssupport@wizlearn.com)**

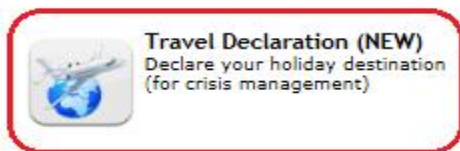
2. For Sec 4 students their account will be 14CWSS followed by the last 4 digit and the alphabet (E.g. if your child/ward BC/NRIC no. is T0123456A, then the User ID will be 14CWSS2345A)

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).

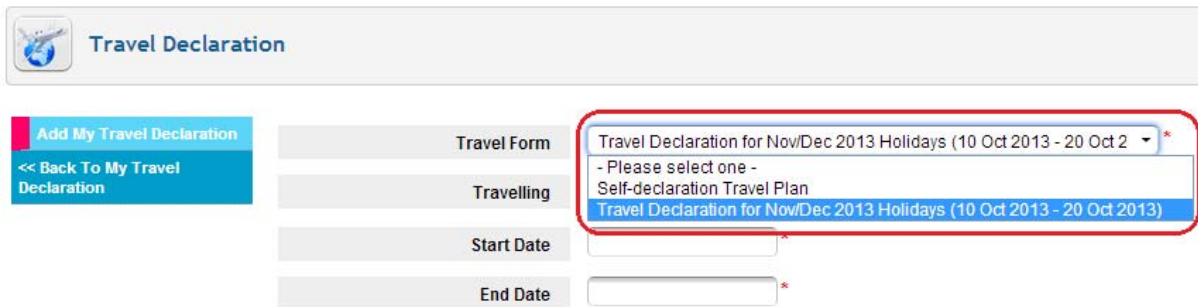
5. Submit Travel Plan

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



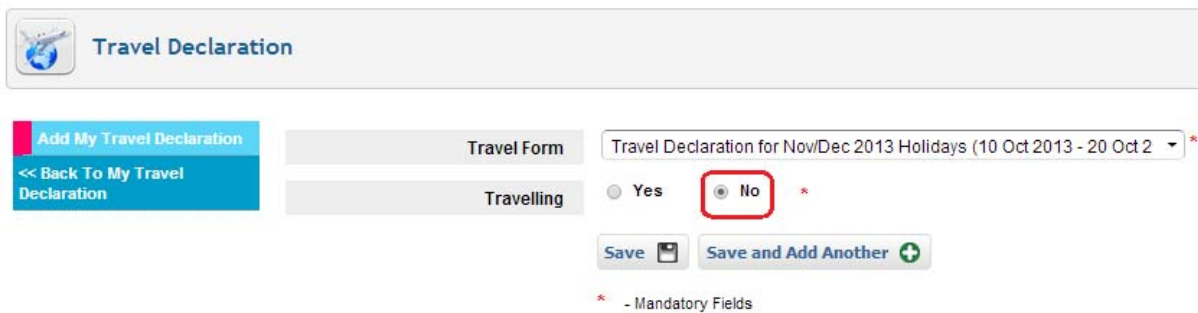
**Step 2 :** Select the relevant form.

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](#)

<b>Travel Form</b>	Travel Declaration for Nov/Dec 2013 Holidays (10 Oct 2013 - 20 Oct 2
<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 2
<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 (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