

Travel Declaration for June Holidays 2017

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

Note : For technical issues, please contact :

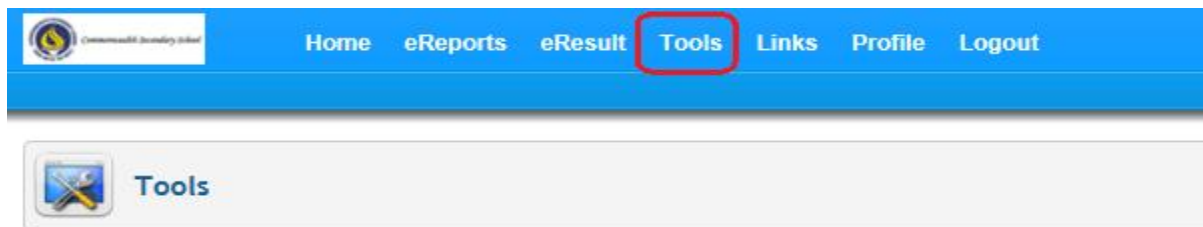
Tel : 6777 9661 (Monday – Friday : 7.30am – 6.00pm)

Email : lmssupport@wizlearn.com

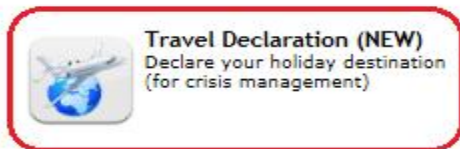
2. For Sec 5 students their account will be 13CWSS followed by the last 4 digit and the alphabet (E.g. if your child/ward BC/NRIC no. is T0123456A, then the User ID will be 13CWSS2345A)

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

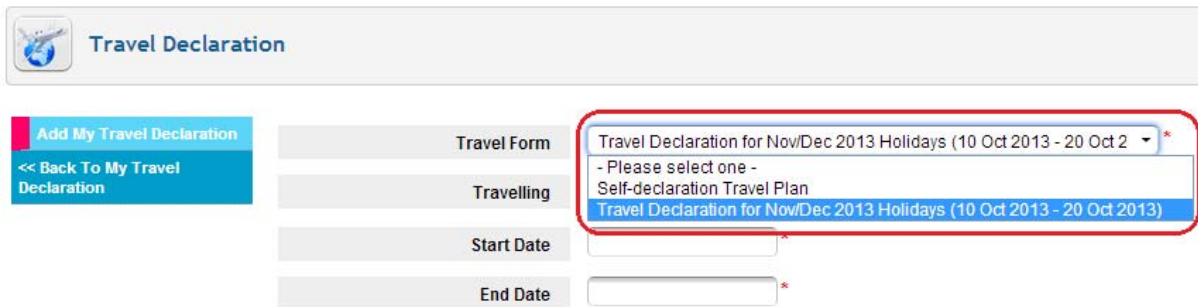
Step 1 : Click on “My Child/Ward Travel Declaration” button.



No record found

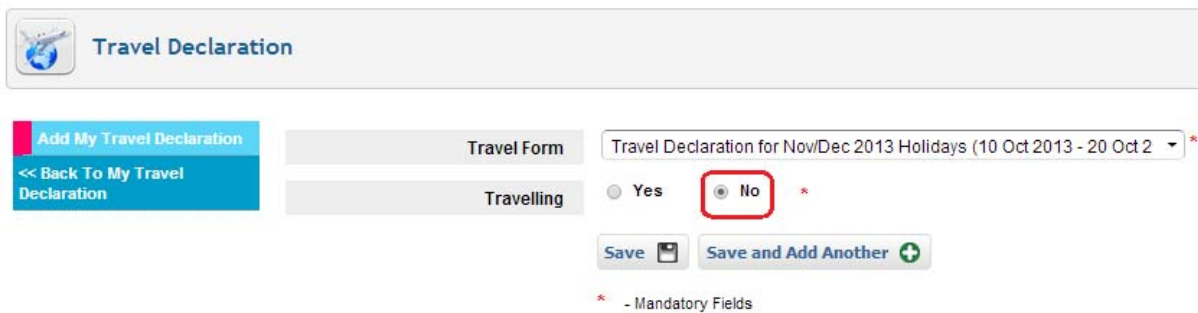
Step 2 : Select the relevant form.

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.



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 two fields: 'Travel Form' and 'Travelling'. 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 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 and the 'Save' button. A legend below the form indicates that the asterisk (*) denotes 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 |
|----------------------------------|---|---|---------------------------------------|--------------------------------------|----------------------------------|
| Add Transit Info | <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