

Travel Declaration for March Holidays 2017

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

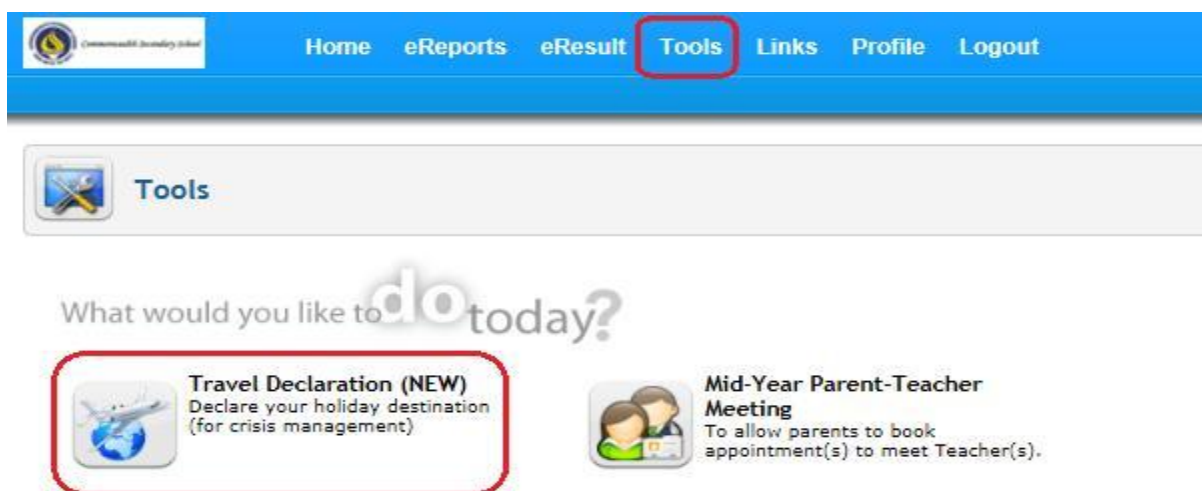
Note : For technical issues, please contact :

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

Email : lmssupport@wizlearn.com

2. Log in ID: Child’s NRIC, Password: parents (for first time users)

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



The screenshot shows the LMS Parent Portal interface. At the top is a blue navigation bar with the following links: Home, eReports, eResult, Tools (highlighted with a red box), Links, Profile, and Logout. Below the navigation bar is a grey box with a 'Tools' icon and the text 'Tools'. The main content area features the heading 'What would you like to do today?' and two featured tiles. The first tile, 'Travel Declaration (NEW)', is highlighted with a red border and contains the text 'Declare your holiday destination (for crisis management)'. The second tile, 'Mid-Year Parent-Teacher Meeting', contains the text 'To allow parents to book appointment(s) to meet Teacher(s)'.

4. Submit Travel Plan

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



The screenshot shows the 'Travel Declaration' section. It features a large grey button with a globe icon and the text 'Travel Declaration'. Below this are two smaller buttons: a blue button with a globe icon and the text 'My Travel Declaration', and a grey button with a green plus icon and the text 'My Child/Ward Travel Declaration'. Below these buttons, the text 'No record found' is displayed.

Step 2 : Select the relevant form.

Eg:

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 2013) *
Travelling	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No *
Start Date	<input type="text"/> *
End Date	<input type="text"/> *

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

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 2013) *
Travelling	<input type="radio"/> Yes <input checked="" type="radio"/> No *

[Save](#) [Save and Add Another](#) +

* - 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 2013) *
Travelling	<input checked="" type="radio"/> Yes <input type="radio"/> No *
Start Date	<input type="text"/> *
End Date	<input type="text"/> *
Country	<input type="text"/> - Please select one - *
City	<input type="text"/> - 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 Yes No *

Start Date 01/11/2013 *

End Date 30/11/2013 *

Country Malaysia * **Select the country/city you are visiting first**

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 **Save** **Save and Add Another** **Click "Save" to submit**

* - Mandatory Fields