

## Declaring your travel plans for June Holidays 2016

### Step 1:

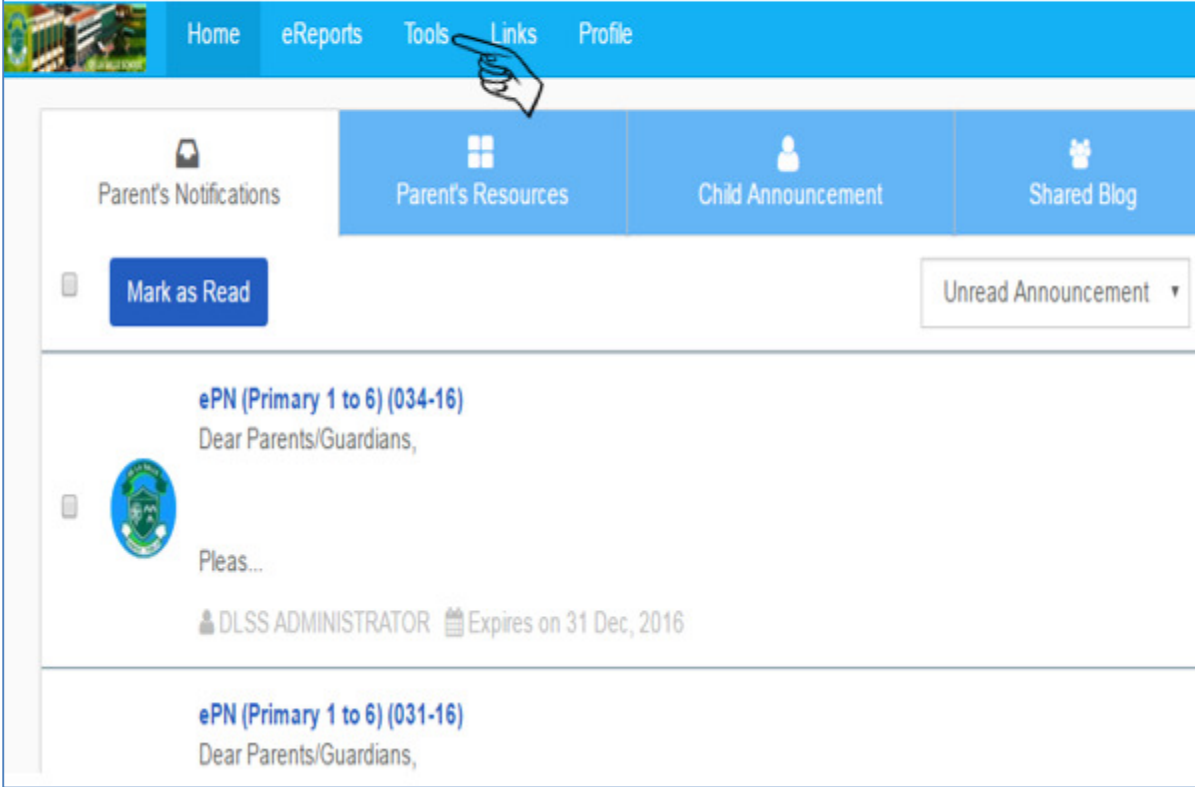
Visit the school website at  
<https://delasalle.moe.edu.sg/>  
 Click on the Parents Link and then  
 Parents Portal Link

### Step 2:

At the LMS Login Page enter your Username and Password.  
 Click Sign In

**Step 3:**

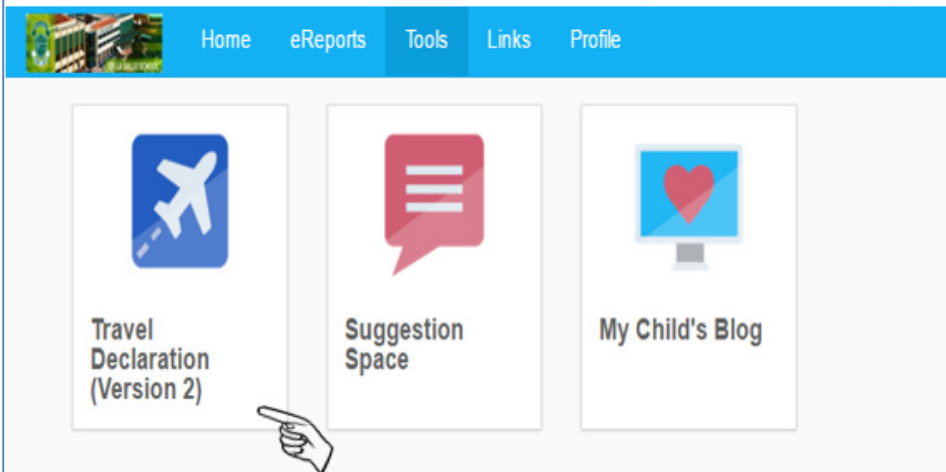
**At the Parents Portal page,  
click on "Tools"**



The screenshot shows the Parents Portal interface. At the top, there is a blue navigation bar with the following items: Home, eReports, Tools, Links, and Profile. A hand cursor is pointing to the 'Tools' item. Below the navigation bar, there are four main sections: Parent's Notifications, Parent's Resources, Child Announcement, and Shared Blog. Under Parent's Notifications, there is a 'Mark as Read' button and an 'Unread Announcement' dropdown menu. Below these sections, there are two email notifications from 'DLSS ADMINISTRATOR' with subject lines 'ePN (Primary 1 to 6) (034-16)' and 'ePN (Primary 1 to 6) (031-16)'. The first notification includes the text 'Dear Parents/Guardians, Pleas...' and 'Expires on 31 Dec, 2016'.

**Step 4:**

**Click on  
"Travel Declaration (Version 2)"**



The screenshot shows the Parents Portal interface with the 'Tools' menu item selected in the blue navigation bar. Below the navigation bar, there are three main sections: Travel Declaration (Version 2), Suggestion Space, and My Child's Blog. A hand cursor is pointing to the 'Travel Declaration (Version 2)' option, which features a blue square icon with a white airplane.

**Step 5:**

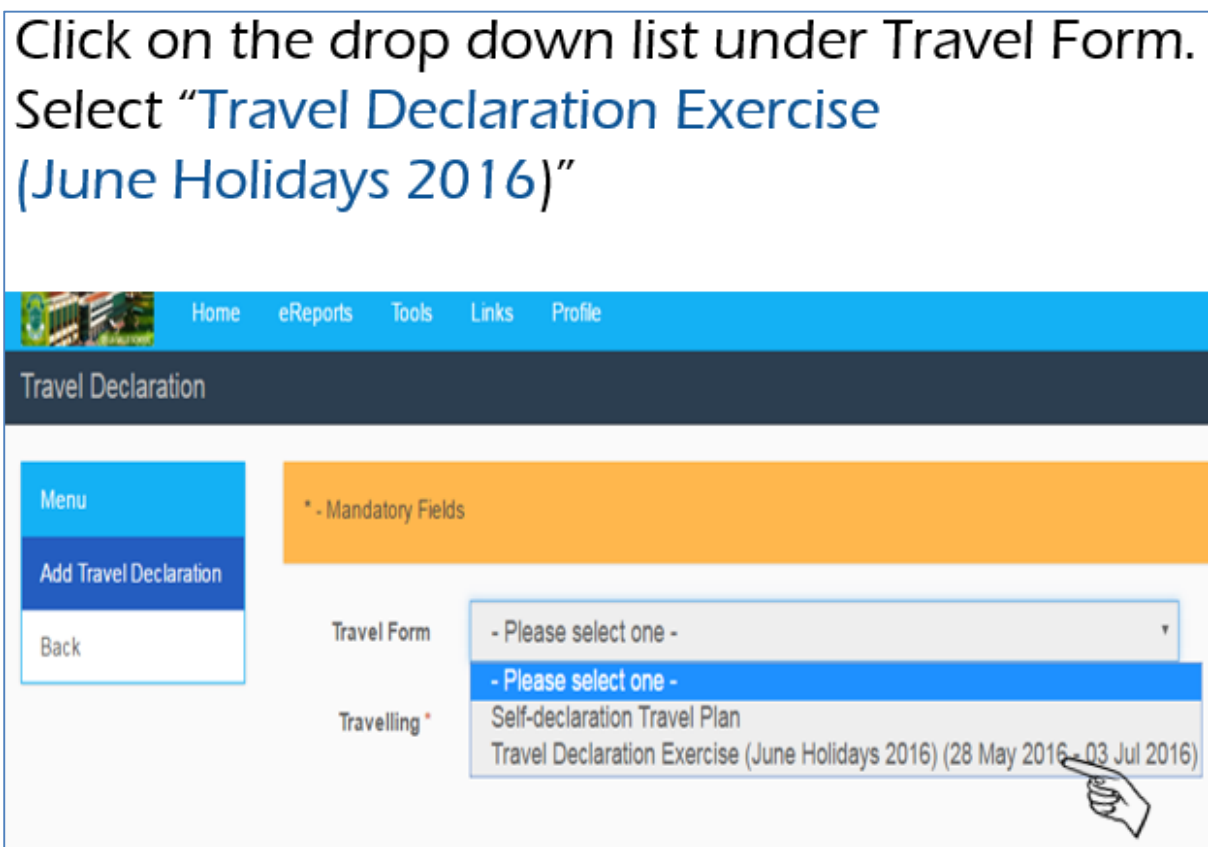
Click on  
“+My Child/Ward Travel Declaration”



The screenshot shows a web interface with a blue navigation bar containing a logo and links for Home, eReports, Tools, Links, and Profile. Below this is a dark grey header with the text 'Travel Declaration'. The main content area features a blue button with a white plus sign and the text '+ My Child/Ward Travel Declaration'. A hand cursor is pointing at the button.

**Step 6:**

Click on the drop down list under Travel Form.  
Select “Travel Declaration Exercise  
(June Holidays 2016)”



The screenshot shows the same web interface as Step 5. On the left, there is a blue menu with 'Menu', 'Add Travel Declaration', and 'Back'. The main content area has an orange banner for '\* - Mandatory Fields'. Below this, there are two fields: 'Travel Form' and 'Travelling \*'. The 'Travelling \*' field has a dropdown menu open, showing three options: '- Please select one -', '- Please select one -', and 'Travel Declaration Exercise (June Holidays 2016) (28 May 2016 - 03 Jul 2016)'. A hand cursor is pointing at the third option.

**Travelling \***  Yes  No

**Start Date \***

**End Date \***

**Country \***  ▼

**City \***  ▼

Please note that fields denoted with \* are compulsory to be filled in.