

## Annex A - Declaring your travel plans for the holidays

### 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"**



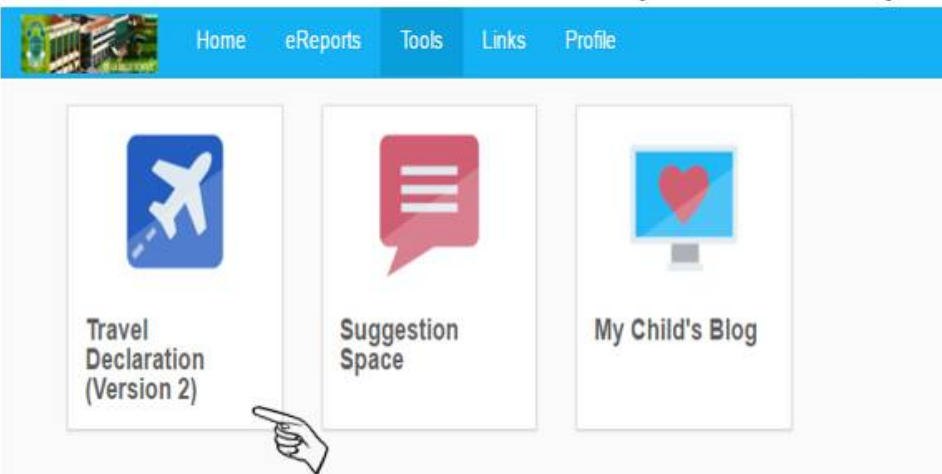
The screenshot shows the top navigation bar of the Parents Portal. The 'Tools' menu item is highlighted in blue, and a hand cursor is pointing to it. Other menu items include Home, eReports, Links, and Profile.

Below the navigation bar, there are four main sections: Parent's Notifications, Parent's Resources, Child Announcement, and Shared Blog. The Parent's Notifications section includes a 'Mark as Read' button and an 'Unread Announcement' dropdown menu.

Below these sections, there are two ePN (Primary 1 to 6) announcements. The first one is from DLSS ADMINISTRATOR and expires on 31 Dec, 2016. The second one is also from DLSS ADMINISTRATOR.

**Step 4:**

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



The screenshot shows the main content area of the Parents Portal. The 'Tools' menu item is highlighted in blue, and a hand cursor is pointing to it. Below the navigation bar, there are three main sections: Travel Declaration (Version 2), Suggestion Space, and My Child's Blog.

The 'Travel Declaration (Version 2)' section is highlighted with a blue border and a hand cursor pointing to it. The other two sections, 'Suggestion Space' and 'My Child's Blog', are also visible.

**Step 5:****Step 6:**

Select the “Travel Declaration Exercise (Year End 2017)” option.

Complete one declaration per trip (form is for ONE trip, if more than one trip, declare in a new form)

Travel Form - Please select one -

Travelling \* - Please select one -  
Self-declaration Travel Plan  
Travel Declaration Exercise (Year End 2017) (01 Oct 2017 - 31 Dec 2017)

Travelling \*  Yes  No

Start Date \*

End Date \*

Country \* - Please select one -

City \* - Please select one -

The screenshot shows a web application form for travel declaration. At the top, there is a blue banner with the text 'Complete one declaration per trip (form is for ONE trip, if more than one trip, declare in a new form)'. Below the banner, there are two dropdown menus. The first is labeled 'Travel Form' and has a value of '- Please select one -'. The second is labeled 'Travelling \*' and has a value of '- Please select one -'. The dropdown menu for 'Travelling \*' is open, showing three options: 'Self-declaration Travel Plan', 'Travel Declaration Exercise (Year End 2017) (01 Oct 2017 - 31 Dec 2017)', and another '- Please select one -'. Below the dropdown menus, there are several input fields. The first is labeled 'Travelling \*' and has two radio buttons: 'Yes' (selected) and 'No'. The second is labeled 'Start Date \*' and is an empty text box. The third is labeled 'End Date \*' and is an empty text box. The fourth is labeled 'Country \*' and has a value of '- Please select one -'. The fifth is labeled 'City \*' and has a value of '- Please select one -'.

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