21 May 2019
Dear Parent / Guardian,

2019 Mid-Year Meet-the-Parents Session

Greetings from KCPSS!

2. We would like to extend a warm welcome to you and your child / ward to the 2019 Mid-Year Meet-the-Parents Session.

3. The session aims to achieve the following objectives
   - to identify students’ current achievements in relation to expectation and
   - to discuss how the school and family can work together to help students achieve their potential.

4. Please do note that there will be a revised timetable for Week 10. In week 10, the students will be dismissed at 1.40pm on **Monday, 27 May 2019** and 1.20pm daily from Tuesday, **28 May 2019** to Friday, **31 May 2019**.

5. The Meet-the-Parents Session (MTPS) will be held on 5 afternoons, starting from **Monday, 27 May 2019** to **Friday, 31 May 2019** between 2.30 pm to 4.30 pm daily. We strongly encourage your child/ward to attend this session with you. Please refer to attached appendices for booking procedures. The online booking starts from Tuesday, 21 May 2019 at 9 am until Saturday, 25 May 2019 at 10 am. Please refer to the instructions given (as attached).

6. Your presence at the session would be greatly appreciated as we value your partnership in your child’s journey in KCPSS.

Regards,

Mrs Elsie Rajaratnam
Principal
Kuo Chuan Presbyterian Secondary School
Parents’ Guide: Meet The Parent Session (MTPS) Booking (via desktop site)

1. Type in the following URL in your internet browser to go to the School’s LMS Parent Portal:


2. Key in your child’s NRIC/FIN as the userID. password for first time login is ‘parents’.

   **If you have trouble logging in, please contact the LMS Helpdesk at lmssupport@wizlearn.com or 6777 9661.**

3. Go to TOOLS > CONSULTATION BOOKING
4. You will be directed to the date of the MTPS which is set by the school. After which, you are to

(A) Select a timeslot (you can only choose 1 timeslot for the 5 days)

(B) Click on SCHEDULE APPOINTMENT button to make appointment

(C) Click on this check box if you are not making any appointment

EXAMPLE:

5. Add in additional info (if any) and click on CONFIRM APPOINTMENT button to confirm appointment.
6. You will see the confirmation slip and you can print it for your own reference.

    An email notification will also be sent to your email.

7. Should you want to **change appointment**, click on the “X” to cancel the existing appointment and select another timeslot. Repeat the process from Steps 4 – 6.