



# Permission Slip User Guide for Parents

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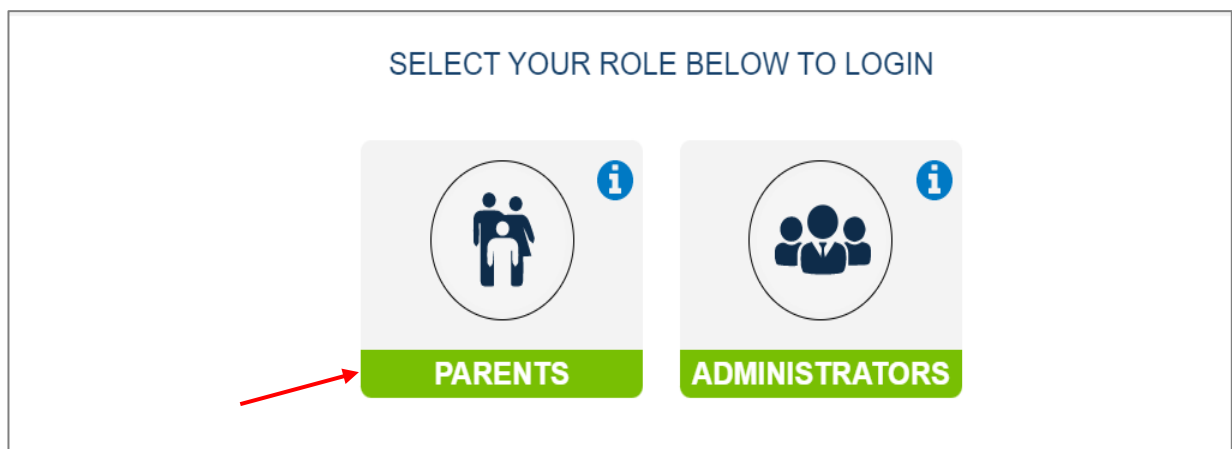
## General Information

The new online Field Trip Permission Slip offers added convenience for parents, allowing them to review trip details and provide their consent anytime from their devices. This online process ensures faster communication, reduces paperwork delays, and helps parents stay informed and engaged in their child's activities with ease.

## How to view the Field Trip Permission Slip in Parent Portal

### A. Log in

1. Access the 'The LAUSD App' by clicking on the link <https://lausdapp.lausd.net>
2. Select the "Parents" role.



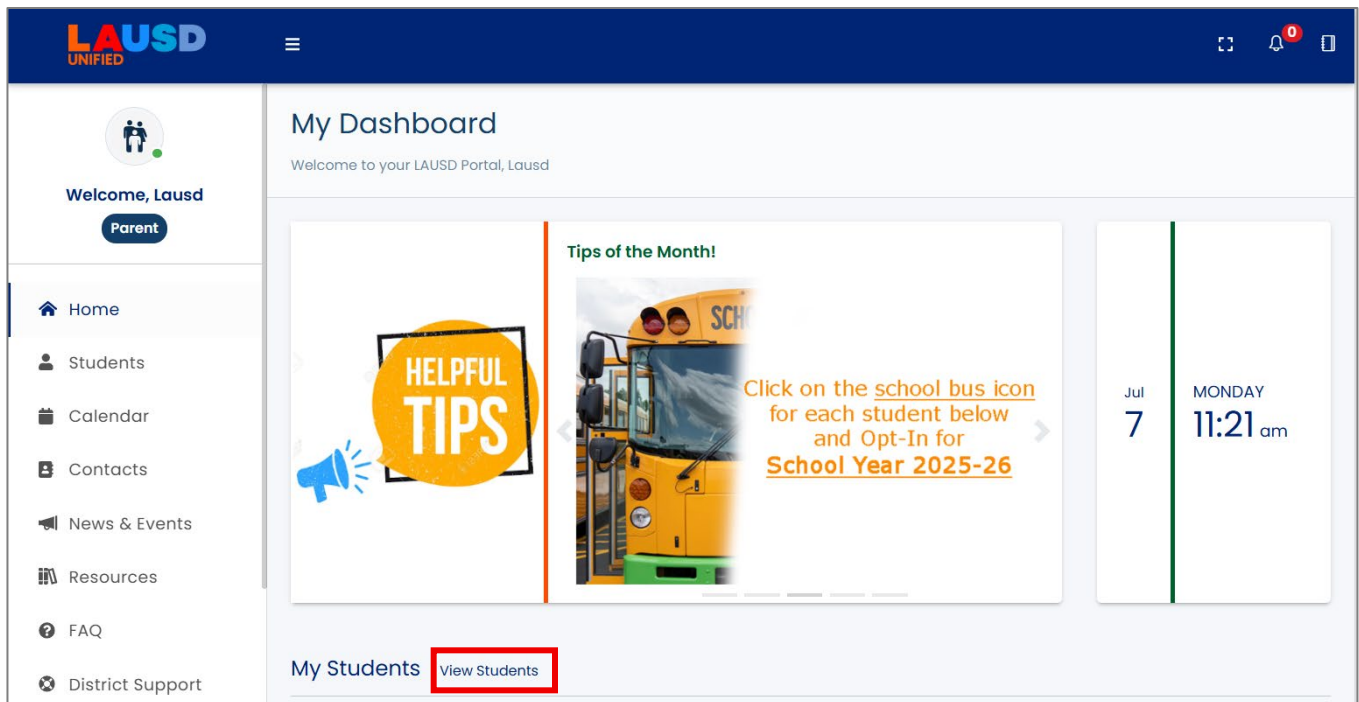
3. Login using your credentials for parent portal

### B. Menu Path

**Dashboard > View Students > View Student Details > Student Menu > Field Trip Permission Slips**

1. Once logged in, click on View Students

# Permission Slip User Guide for Parents



**LAUSD UNIFIED**

Welcome, Lausd  
Parent

Home  
Students  
Calendar  
Contacts  
News & Events  
Resources  
FAQ  
District Support

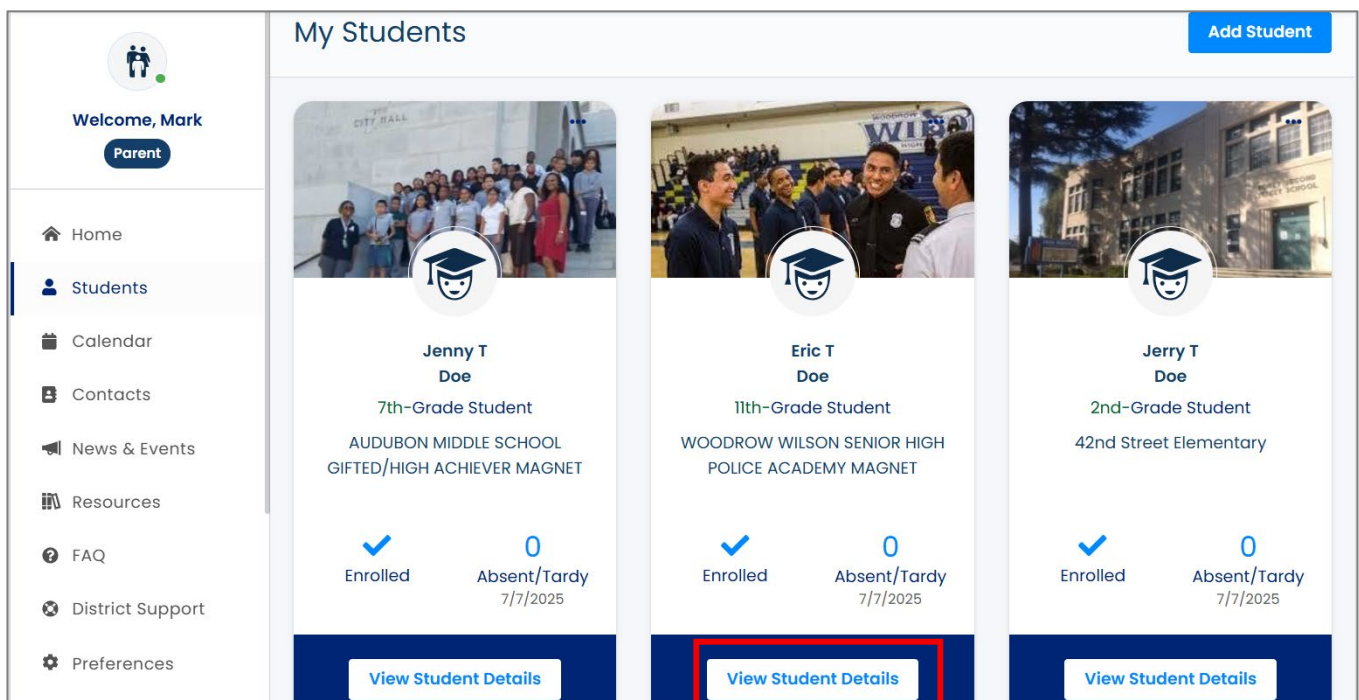
**My Dashboard**  
Welcome to your LAUSD Portal, Lausd

**Tips of the Month!**  
Click on the school bus icon for each student below and Opt-In for School Year 2025-26

Jul 7 MONDAY 11:21 am

**My Students** [View Students](#)

2. Select the student whose details you want to view by clicking on the 'View Student Details' button.



**LAUSD UNIFIED**

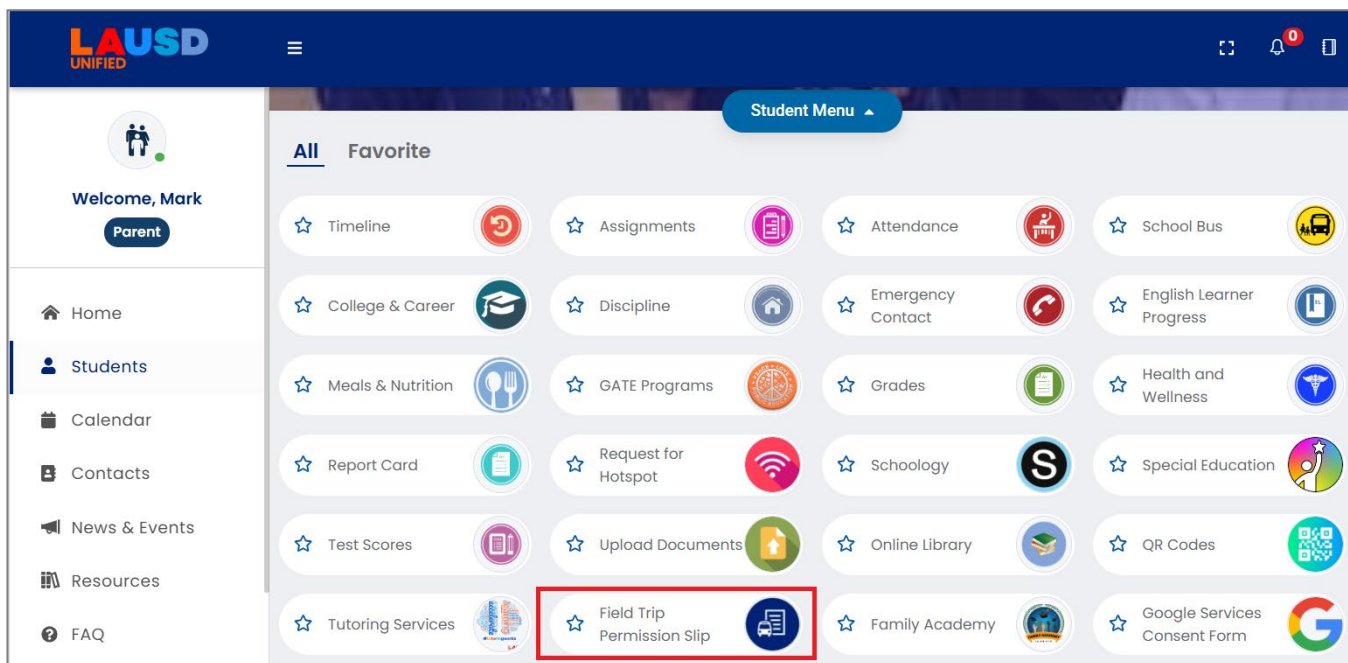
Welcome, Mark  
Parent

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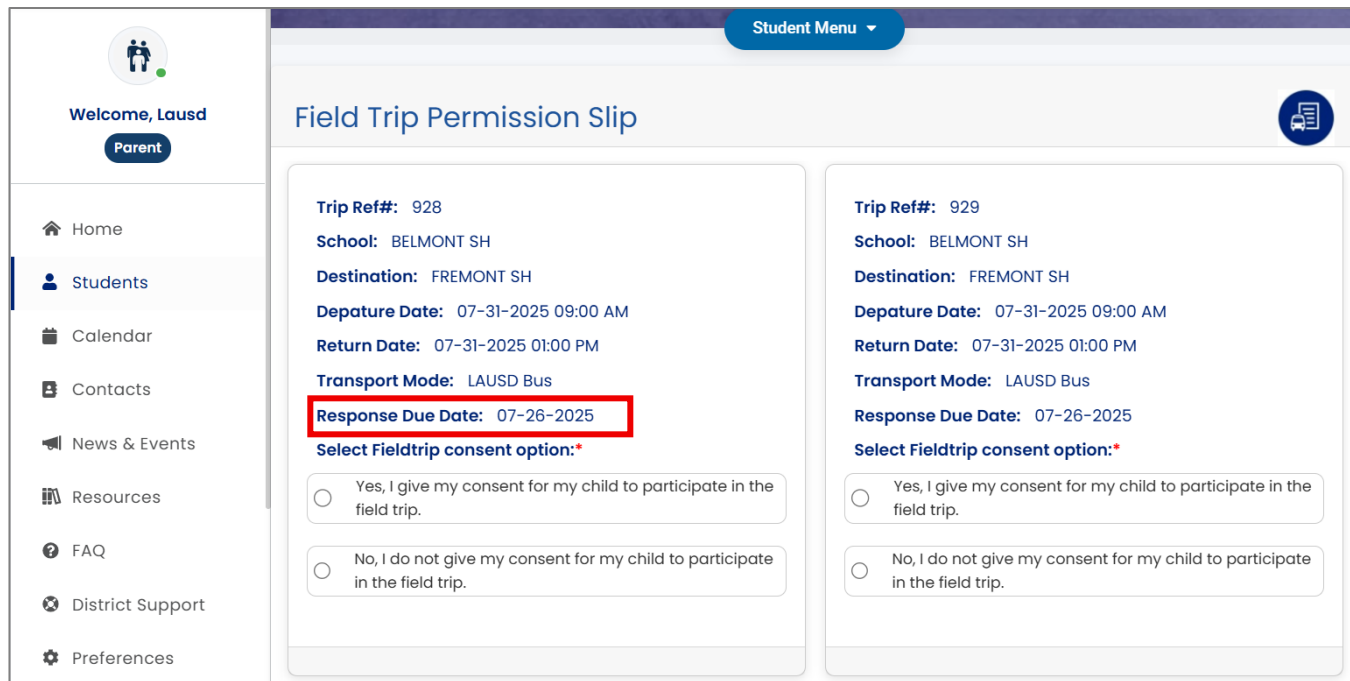
**My Students** [Add Student](#)

Student Name	Grade	School	Enrollment Status	Absent/Tardy (7/7/2025)	Action
Jenny T Doe	7th-Grade Student	AUDUBON MIDDLE SCHOOL GIFTED/HIGH ACHIEVER MAGNET	Enrolled	0	<a href="#">View Student Details</a>
Eric T Doe	11th-Grade Student	WOODROW WILSON SENIOR HIGH POLICE ACADEMY MAGNET	Enrolled	0	<a href="#">View Student Details</a>
Jerry T Doe	2nd-Grade Student	42nd Street Elementary	Enrolled	0	<a href="#">View Student Details</a>

- The *Student Menu* is displayed. Click on the *Field Trip Permission Slip* menu item.



- Field Trip Permission Slip(s) are displayed for the selected student.  
Parent(s)/guardian(s) can provide their consent for the field trip by signing the form electronically and submitting it. It is imperative that parents complete this process in a timely manner to ensure their child's participation in the scheduled field trip.



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Student Menu

## Field Trip Permission Slip

Trip Ref#: 928  
School: BELMONT SH  
Destination: FREMONT SH  
Departure Date: 07-31-2025 09:00 AM  
Return Date: 07-31-2025 01:00 PM  
Transport Mode: LAUSD Bus  
**Response Due Date: 07-26-2025**  
Select Fieldtrip consent option:\*

☐ Yes, I give my consent for my child to participate in the field trip.  
☐ No, I do not give my consent for my child to participate in the field trip.

Trip Ref#: 929  
School: BELMONT SH  
Destination: FREMONT SH  
Departure Date: 07-31-2025 09:00 AM  
Return Date: 07-31-2025 01:00 PM  
Transport Mode: LAUSD Bus  
Response Due Date: 07-26-2025  
Select Fieldtrip consent option:\*

☐ Yes, I give my consent for my child to participate in the field trip.  
☐ No, I do not give my consent for my child to participate in the field trip.

- The 'Response Due Date' indicates the final day by which parents or guardians must provide consent for their child to be able to participate in the scheduled field trip.

## Online Permission Slip Submission

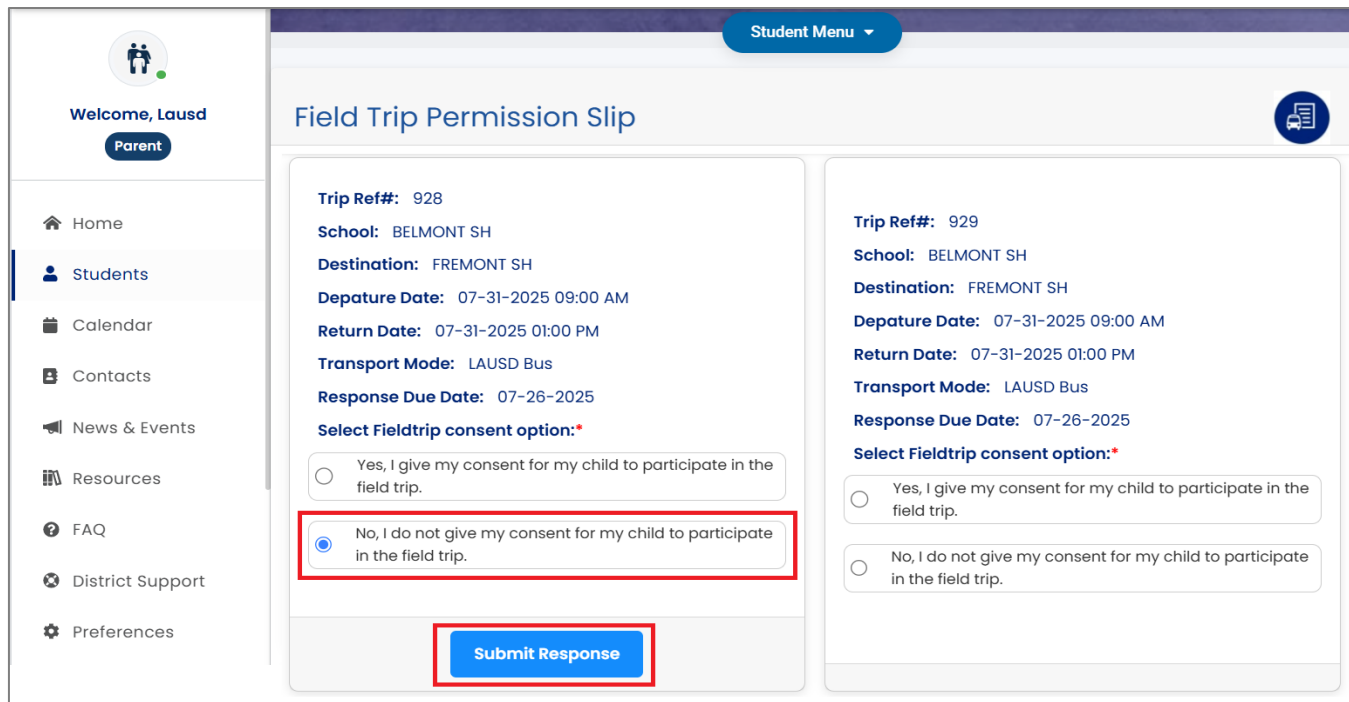
Parents are encouraged to submit the online permission slip via the Parent Portal no later than **five (5) days** before the scheduled field trip. They will not be able to access or submit field trip permission slips if the trip is scheduled to start within 5 days from the current date.

**Note:** Parents may modify their previous selection or decision at any time before the deadline indicated in the 'Response Due Date.'

### A. When the Parent opts not to send their child on the field trip

- Should a parent choose not to allow their child to participate in the field trip, they may select '**No, I do not give my consent for my child to participate in the field trip**' and proceed by clicking the 'Submit Response' button.

# Permission Slip User Guide for Parents



**Welcome, Lausd Parent**

**Field Trip Permission Slip**

**Trip Ref#: 928**  
**School:** BELMONT SH  
**Destination:** FREMONT SH  
**Departure Date:** 07-31-2025 09:00 AM  
**Return Date:** 07-31-2025 01:00 PM  
**Transport Mode:** LAUSD Bus  
**Response Due Date:** 07-26-2025  
**Select Fieldtrip consent option:\***

☐ Yes, I give my consent for my child to participate in the field trip.

☒ No, I do not give my consent for my child to participate in the field trip.

**Submit Response**

**Trip Ref#: 929**  
**School:** BELMONT SH  
**Destination:** FREMONT SH  
**Departure Date:** 07-31-2025 09:00 AM  
**Return Date:** 07-31-2025 01:00 PM  
**Transport Mode:** LAUSD Bus  
**Response Due Date:** 07-26-2025  
**Select Fieldtrip consent option:\***


☐ Yes, I give my consent for my child to participate in the field trip.

☐ No, I do not give my consent for my child to participate in the field trip.

## B. When the Parent opts to send their child on the field trip

1. If a parent wishes to permit their child to participate in the field trip, they should select **'Yes, I give my consent for my child to participate in the field trip'** and then click the 'Submit Form' button to proceed.

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Student Menu

## Field Trip Permission Slip

**Trip Ref#:** 956

**School:** BELMONT SH

**Destination:** HOLLYWOOD COS

**Departure Date:** 08-31-2025 09:00 AM

**Return Date:** 08-31-2025 10:00 AM

**Transport Mode:** LAUSD Bus

**Response Due Date:** 08-26-2025

**Select Fieldtrip consent option:\***

☐ Yes, I give my consent for my child to participate in the field trip.
 ☐ No, I do not give my consent for my child to participate in the field trip.

**Trip Ref#:** 959

**School:** BELMONT SH

**Destination:** HOLLYWOOD COS

**Departure Date:** 08-31-2025 09:00 AM

**Return Date:** 08-31-2025 10:00 AM

**Transport Mode:** LAUSD Bus


**Response Due Date:** 08-26-2025

**Select Fieldtrip consent option:\***

☒ Yes, I give my consent for my child to participate in the field trip.
 ☐ No, I do not give my consent for my child to participate in the field trip.

Submit Form


2. Upon clicking on 'Submit Form', the 'Field Trip Permission Slip' is displayed.



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## Field Trip Permission Slip




**PARENT'S/GUARDIAN'S PERMISSION FOR A FIELD TRIP & AUTHORIZATION FOR MEDICAL CARE - TRIP SLIP**

To the Principal of School: BELMONT SH


THOMAS, VIVEK has my permission to participate in the field trip location: HOLLYWOOD COS on :




**Departure Date:**  
08-31-2025




**Departure Time:**  
09:00 AM




**Return Date:**  
08-31-2025



**Return Time:**  
10:00 AM



**Lunch Will be provided:**  
No



**Method of Transportation:**  
LAUSD Bus

**Supervising Teacher:**

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**INFORMATION TO BE COMPLETED BY PARENT AND TO BE REMOVED BY SUPERVISING TEACHER**

**AUTHORIZATION FOR MEDICAL CASE**

I permit the School District to transport/ house/care for my child as necessary if an (non-medical) emergency occurs during the field trip. Should it be necessary for my child to have medical care while participating in this trip, I hereby give the School District personnel permission to use their judgment in obtaining a medical care for the child.




# Permission Slip

## User Guide for Parents

- Parents are required to complete the section titled '**INFORMATION TO BE COMPLETED BY PARENT AND TO BE REMOVED BY SUPERVISING TEACHER**' by providing the requested information.

Note: All fields marked with an asterisk (\*) are mandatory and must be completed in order to submit the consent form.



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- Chatbot Development

### INFORMATION TO BE COMPLETED BY PARENT AND TO BE REMOVED BY SUPERVISING TEACHER

**AUTHORIZATION FOR MEDICAL CASE**

I permit the School District to transport/ house/care for my child as necessary if an (non-medical) emergency occurs during the field trip. Should it be necessary for my child to have medical care while participating in this trip, I hereby give the School District personnel permission to use their judgment in obtaining medical care for the child, and I give permission to the health care provider selected by the School District personnel to render medical care deemed necessary and appropriate by the provider. I understand that the District is responsible for the conduct or safety of a student only while the student remains under the constant, direct and immediate supervision of the field trip supervisor(s). I also understand that for field trips where constant, direct and immediate supervision isn't possible, the District requires students to be insured under separate, "Short Term 24-Hour" coverage.

Student Name: THOMAS, VIVEK

Enter Home Phone

Home Phone (Optional)

Enter Business Telephone Number

Business Telephone Number (Optional)

Enter Emergency Telephone Number

Emergency Telephone Number \*

☐ PLEASE CHECK HERE IF INSTRUCTIONS FOR SPECIAL MEDICAL TREATMENT FOR THE STUDENT ARE ON FILE IN THE SCHOOL.

☐ \* BY SUBMITTING MY NAME, I CONFIRM MY CONSENT AND LEGAL AUTHORITY TO ACT FOR MYSELF AND MY STUDENT.

Enter Parent/Guardian Name 07-11-2025

Parent/Guardian Name \* Date

**PARENTS, PLEASE NOTE:** Section 35330 of the California Education Code states in part: "All persons making the field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion". Accident insurance can be purchased for a minimum daily rate by contacting the school.

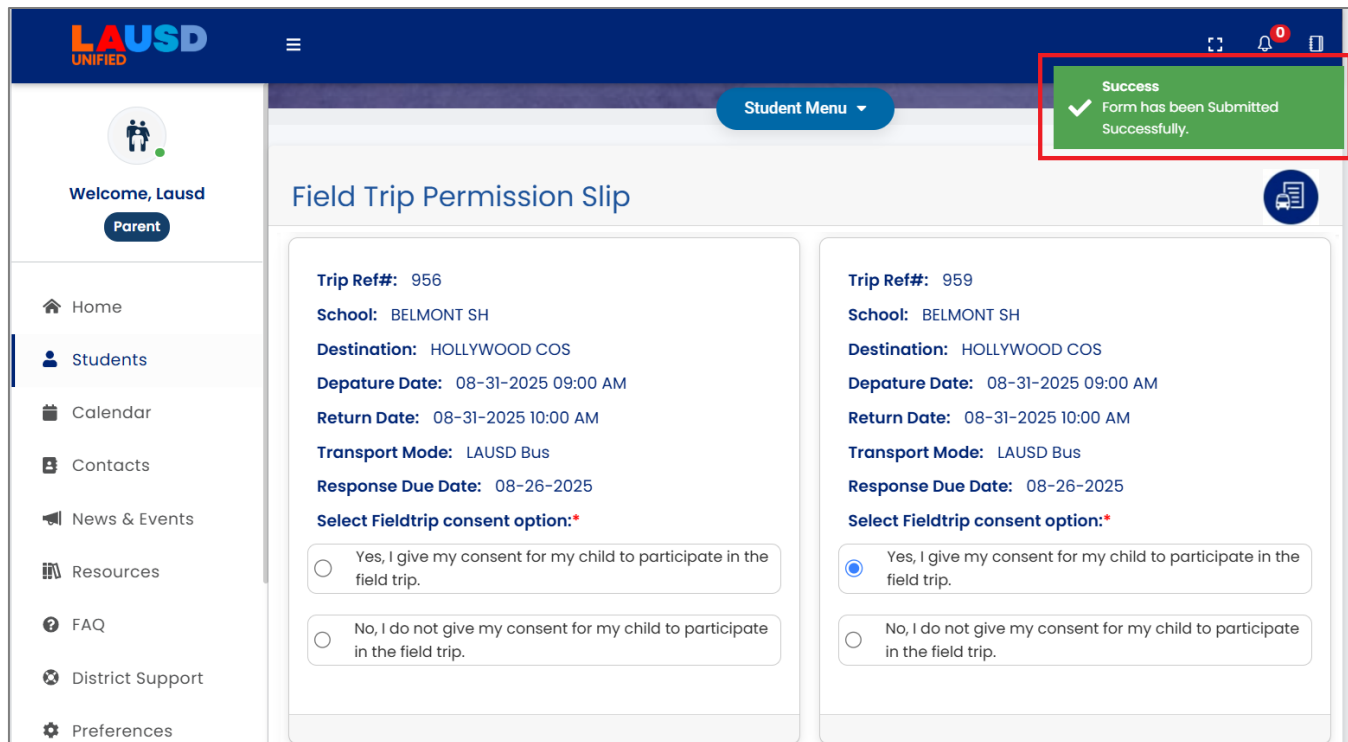
Cancel

Submit

- A confirmation message will appear at the top of the screen upon successful submission of the form.
- Upon submission, the field trip requestor is notified of the parent/guardian's response via the Field Trip application.



# Permission Slip User Guide for Parents



The screenshot displays the LAUSD Unified website interface for the Field Trip Permission Slip. A green success message in the top right corner states: "Success Form has been Submitted Successfully." The main content area shows two examples of the permission slip form, each for a different trip (Ref# 956 and Ref# 959). Both forms are for Belmont SH and Hollywood COS, with a departure date of 08-31-2025 09:00 AM and a return date of 08-31-2025 10:00 AM. The transport mode is LAUSD Bus, and the response due date is 08-26-2025. The consent options are:

- ☒ Yes, I give my consent for my child to participate in the field trip.
- ☐ No, I do not give my consent for my child to participate in the field trip.

The left sidebar contains navigation links: Home, Students, Calendar, Contacts, News & Events, Resources, FAQ, District Support, and Preferences. The top navigation bar includes the LAUSD UNIFIED logo, a menu icon, and a "Student Menu" button.