ifieldtrip FAQs

GENERAL

What is ifieldtrip?
ifieldtrip is LAUSD's integrated field trip management system for requesting and approving field trips as well as scheduling an LAUSD bus, when needed. The system improves student safety through consistent and transparent documentation. Key features include:
- Schools request a trip and schedule their LAUSD bus in one place
- Approvers certify online
- Dashboard tracks a trip's status
- Requestors and approvers can review or print trip summaries at any time

How will schools be trained?
Division of Risk Management provided training to Local District staff in Fall 2021 and continues to offer training as requested. In addition, schools may refer to the ifieldtrip resource page - provides links to Zoom drop-in training, job aids and videos including "How to Create a Request" and "How to Approve a Trip."

Can I still submit the field trip request using the paper process?
As of Fall 2021, all schools must use the ifieldtrip site. The only exception is multiple schools traveling together on a bus. Trips with multiple school pickups using an LAUSD Bus should follow the procedures on the Transportation website.

What browser should I use?
Chrome is recommended for optimal performance.

Do I need to be on an LAUSD computer to use the system?
No. You can use ifieldtrip.lausd.net from any desktop computer or mobile device with internet access.

Where can I provide feedback for future enhancements to the system?
Feedback is welcome! We would like to hear what is working for you and what is not. You may send feedback to ifieldtrip@lausd.net.

Can all field trips be requested using ifieldtrip?
The majority of trips can. You can submit athletic contests, tournaments, and playoffs and non-athletic trips for a single school. Trips that cannot be accommodated at this time include Beyond the Bell Afterschool Programs and others involving multiple school pickups; however, we are developing a process to incorporate them in the near future.

How does the new ifieldtrip system differ from the LAUSD Transportation Field Trip Request System?
The LAUSD Transportation Field Trip Request System was used only to order an LAUSD bus. The ifieldtrip system manages the trip request, approval and ordering of the LAUSD bus.

I would like to take the same field trip next year. Do I have to apply for it all over again?
Yes. But you can download the summary page of trip details as a PDF to reference the following year.

Why do we need an online field trip system?

For the safety of our students and chaperones. The online system makes information readily available to District Administration in case of an emergency and ensures accurate documentation is provided (e.g. trips using private auto requires the user to upload copies of drivers licenses and proofs of insurance). Additionally, an online system helps to move the request process along quickly - many forms have been eliminated, fields use auto-completion when possible and automated emails inform requestors and approvers what steps they need to take.

ACCESSING IFIELDTRIP

How do I get access?

As a requester, any employee who has an LAUSD single sign-on may log on at ifieldtrip.lausd.net
As an approver,

- Principals/APs automatically have approval roles
- Nurses need to be added by their principal through the Principal's Portal (see next question below)
- LD Superintendents, AOOs, AOIs, Directors and Ops Coordinators automatically have approval roles
- System administrators update approvers for all other offices. Email ifieldtrip@lausd.net if you need access as an approver for your Division.

How can a nurse approve trips?

The Principal must assign them to the nurse role through the Principal's Portal.

Nurse's Role

- Once the Principal designates their nurse in the Principal's Portal, the school nurse can view and approve all trips for the school
- LD Nurses can view and approve all trips in their Local District and can approve if necessary

Principal's Portal>Tools>User Manager

Add Users (click here)

To add a user, click on the 'Find' button and search for the employee. Click on the er

User Name:	jackie.peyton	Find
User Type:	School
Location/Local District:	GARDENA SH (1866401)
Module (System)	Field Trip
Role	Nurse

Add User

Can a Principal select a designee to review and approve trips?
The Principal and all APs can review/approve trips. If the Principal wants to add an additional staff member, they can go to the Principal's portal and add a "Designee" role for the Field Trip Module. A "Designee" will have the same viewing and approving rights as the Principal)

To add a designee, go to Principal's Portal>Tools>User Manager
(Note: if you don't see "Tools" at the top right, click Log In)

Add Users (click here)

To add a user, click on the 'Find' button and search for the employee. Click on the empl

User Name:	will.schuester	Find
User Type:	School	
Location/Local District:	15TH ST EL (1376701)	
Module (System)	Field Trip	
Role	Designee	

Add User

DASHBOARD & TRIP STATUS

Can I see all the trips that are requested at my school?
That depends on your level of access. A requestor's dashboard will list all the trips they requested. A principal's dashboard will list all the trips requested for their school. A Local District administrator's dashboard will list all the trips requested for schools in their purview. An Athletic Director's dashboard will list all athletic trips for their school + any other trips they have requested.

What happens if my trip request is denied?
Review the comments from the certifier who denied the request (to see comments, go to dashboard and hover over the "X" or open the summary and find the reviewer's comments). If the issue can easily be addressed, you can clone the trip, make necessary adjustments and submit again.

How do I cancel a trip?
Non-athletic trips, tournaments, playoffs: From the dashboard, you may select the trip and use the "cancel" button, but keep in mind it will be final. If your trip included an LAUSD bus and you cancel at the last minute, you must follow-up with a confirmation call to Transportation, or you may be responsible for bus charges (Note: trips less than 48 hours away must be canceled directly with Transportation 1-800-LA-BUSES)

Athletic Contests (League/Non-League Games): Since these requests are typically for multiple dates, cancellations should be made in the modification tab. Find the date you want to cancel and change the number of buses to "0".

What is the difference between canceling and deleting a trip?
Trips that have not entered into the approval process can be deleted. Once the first approver has certified, the trip can only be canceled so a record is maintained on the dashboard.

SUBMITTING A REQUEST

Why is a cell phone number required for the main contact?
If there is an emergency, communication with the group's point of contact is critical.

We plan to stop at multiple locations. Do I have to request a separate trip for each stop?
No. You can have a main destination for which you request the trip and record the stops on the way in the "Specific Destination Info" box. You must indicate the location name and address and upload a schedule/itinerary document.

Multiple classes are going on the trip. Do I have to submit separate requests for every class?
No. If they are all going the same day and time, add students on the same request. Search for each class to add to the roster. If it is an entire grade, you can upload all at once.

What is the best way to upload student participants?
There are three ways to search:

- Search by Group (if there is a group in MISIS)

- Search by Teacher (teacher name, grade and/or period)

- Search by Student (for many students, you can copy IDs from excel or word and paste into box)

I want to submit a trip early to reserve a bus, but I don't know all the chaperones and/or students yet. Can I still submit the trip early?

Yes. As long as you indicate the total number of students and chaperones in the Participant Summary section, you can submit the request; these counts are important for the Principal to assess the student-to-chaperone ratio and the Transportation Division to ensure there are adequate buses for your trip. The requestor will be responsible for inputting and/or updating the participant rosters as soon as the information is available so the nurse has time to review.

I have some additional documentation that may help approvers as they review my trip. Can I add them to my trip request?

Yes. You can upload any documents you want in the documents section. Documents that must be uploaded based on trip details are listed as required, but non-required documents can also be included.

Once I submit a trip, can I make changes?

If no approver has reviewed your trip yet, you may go back in and make changes. When making changes, make sure you advance to the next screen to save the changes. Once the first approver certifies or denies, you cannot make any changes.

If you want to request modifications to a trip that has already gone through the approval process (i.e. on the dashboard, the status = APPROVED), you may do so using the Modification Request process – see the Modifications section below.

What if my computer system crashes when I am completing a field trip request?

The system saves every time you advance to the next tab. If you timed out or the system crashes, you will be able to pick up where you left off without much loss.

MODIFICATIONS

Does the principal need to approve modification requests?

No. When you submit the modification, there is a statement in which you acknowledge that you have discussed changes with your administrator, thus waiving the need to have them approve the modification.

Why should I request a modification and not just request a new trip?

If you are making a small change, like changing depart or return time, adding a stop or wanting less or more buses, a modification is appropriate. A modification will not require as many approvals as a new request.

The students attending the field trip are going to change. Do I need to request a modification?

No. Student participant names can be updated at any time in the system without needing a modification. However, you should inform your nurse if they have already approved the request.

We have a last-minute change in who is chaperoning the trip. What should I do to avoid delays? Do I need to submit another field trip request?

You can submit a modification documenting the change in the main contact person and it will be automatically approved in the system. No hold ups. For all other chaperones, the roster can be updated at any time without needing a modification.

I have made a number of modifications to my field trip but I forget some of the details. Is there somewhere I can look to verify the changes I made that were accepted?

Yes. After a modification has been approved, a modification history appears at the bottom of the summary page. It describes the fields that were changed in the modification and the offices that approved of the change.

I want to submit a modification but I can't find the modification tab. What should I do?

If your trip was not approved by all of the certifiers that needed to approve it, then the modification tab will not appear. You cannot submit a trip modification request unless the trip was submitted and approved by all required certifiers.

I modified my trip and the change was accepted. Now I realize I need to make another change. What do I do?

You can request multiple modifications. After one has been accepted, it is entirely acceptable to submit another modification request. Just go back into the trip, find the modification tab and submit your request with the new fields you want to change.

My modification request was not accepted. Unfortunately, my original request plan is no longer feasible. What should I do?

You should cancel the original trip. A modification request does not automatically cancel an original request.

In my original request, I had chosen an LAUSD bus for our field trip. Now we are planning on using a charter bus instead, since we obtained some outside funding. Can I submit a modification for the change in mode of transportation?

No. A change in transportation is considered a major change and will require another field trip request.

How do I cancel a trip for an athletic contest?

Since many athletic contest (League/Non-League) requests are for multiple dates, cancellations should be made in the modification tab. Find the date you want to cancel and change the number of buses to "0".

I know longer need two buses. How do I cancel one?

In the modification tab, change the number of buses from "2" to "1"

Is it possible to change more than a single field in a modification request?

Yes. Multiple fields can be changed in a modification request. For example, a requestor may want to change the date, the time and also add a stop on the way.

I submitted a trip request and no one has approved it yet, but now I realize I would like to make a change. Should I request a modification?

No. If no one has yet certified the trip, you can go into your original request, change the desired field and submit the request again without having to request a modification.