

Permission Slip

User Guide for Requestors

Table of Contents

General Information.....	2
How the Field Trip Permission Slip is sent to Parent Portal	2
A. Non-Athletic Trip	2
B. Athletic Trip	3
Digital Permission Slip Submission	3
A. How to Verify when the Parent Selects “No” on the Permission Slip.....	4
B. How to Verify when the Parent Selects “Yes” on the Permission Slip	7
Manual Submission of Permission Slip	10
Downloading the Permission Slips	14

Permission Slip

User Guide for Requestors

General Information

For information on how to login, please refer to the "How to Login, Dashboard, and Trip History" User Guide.

The person who initiates the trip will be referred to as the requestor. Some staff members automatically receive access to the system based on their job titles within the HR system. Additionally, Principals and Assistant Principals have the authority to assign specific roles to staff members, which will grant them access to the system. For more information, please refer to the "Understanding Your Access to Field Trip" user guide.

An alternative method for parents to respond to the forthcoming field trip permission slip is available through the Parent Portal. This digital approach is intended to enhance convenience for families. We are committed to accommodating your preferences and fully recognize and respect the choice of those who prefer the traditional paper process. Parents are, therefore, welcome to complete the permission slip manually, and subsequently, school staff can upload it via the Field Trip application, should choose to do so.

How the Field Trip Permission Slip is sent to Parent Portal

A. Non-Athletic Trip

Upon the successful approval of the Non-Athletic trip request by the principal, a digital permission slip will be provided for parents and guardians. Notifications for digital permission slips will not be sent at this time. Families will be informed of upcoming field trips through the usual communication from their child's teacher. This permission slip will be accessible within the Parent Portal, where it can be signed electronically and submitted. It is essential for parents to complete this process promptly to ensure their child's participation in the scheduled field trip.

Permission Slip

User Guide for Requestors

B. Athletic Trip

Digital permission slips for athletic trips will not be available in the Parent Portal at this time; instead, they will continue to use the paper version of the field trip permission slip..

Digital Permission Slip Submission

Parents are encouraged to submit the digital permission slip via the Parent Portal at no later than **five (5) days** before the scheduled field trip. To see how parents submit their responses in Parent Portal, see the “Permission Slip User Guide for Parents.”

Scenario	Consent (Digital)	Consent (Paper)	Action
Parent submits Yes in Portal	Yes	No	No paper needed
Parent submits No in Portal	No	No	No paper needed; student does not attend
Parent returns paper Yes	–	Yes	Upload scan; verify roster
No response	–	–	Follow escalation; send paper

Permission Slip User Guide for Requestors

A. How to Verify when the Parent Selects “No” on the Permission Slip

If the parent selected and submitted “**No, I do not give my consent for my child to participate in the field trip**” in the Parent Portal.

1. To verify, the requestor must find the reference number and click on the “**Summary**” icon.

Active Trip Requests

School Year

Trip Type

Status

Departure Date From

Departure Date To

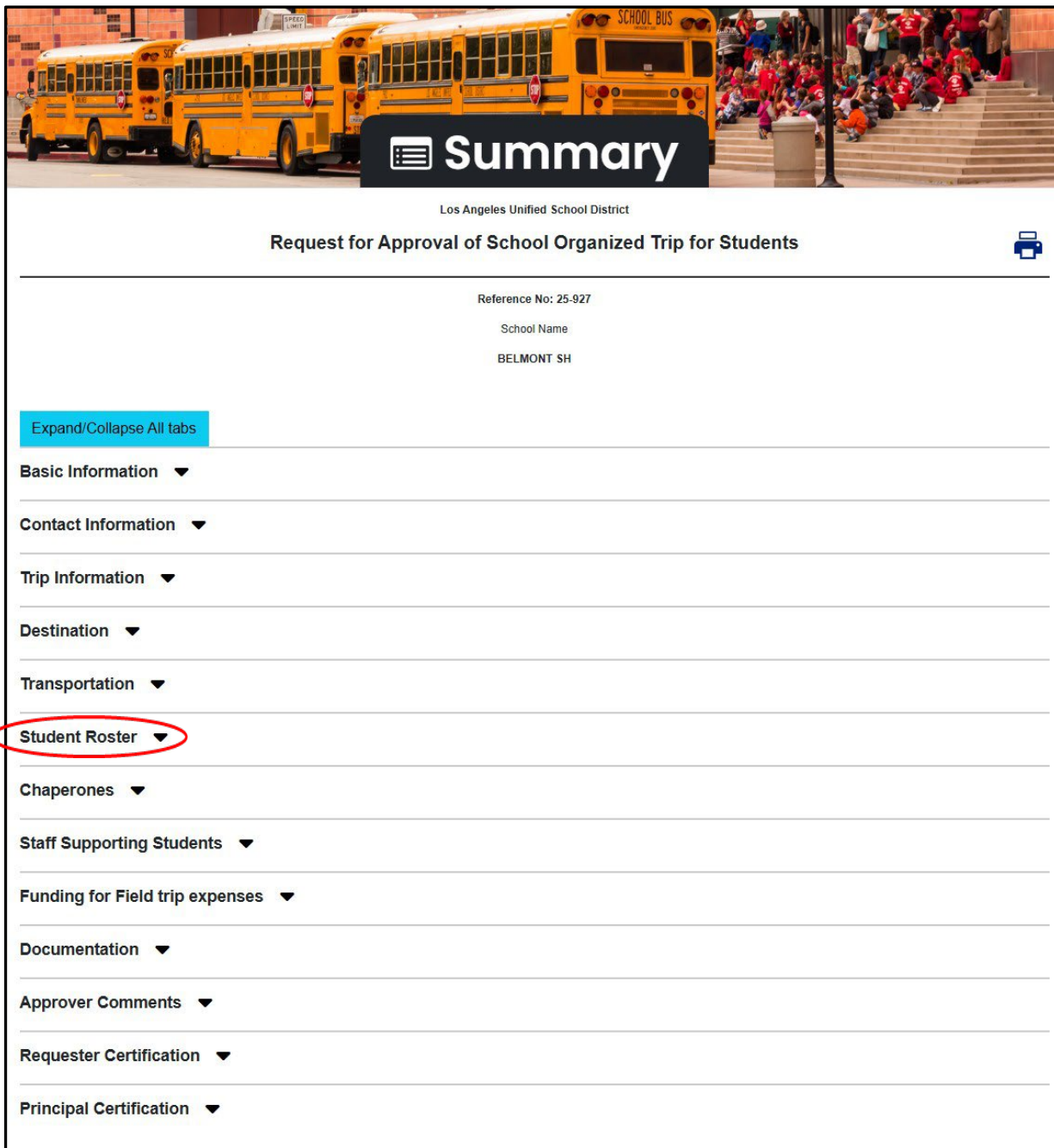
Search by Keyword

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action						
25.927	Field Trip	BELMONT SH	FREMONT SH	7/31/2025	7/31/2025		Pending Approval							
	Requestor	Principal	Nurse	Outdoor & Env Ed	Arts	Env Health & Safety	Risk Management	Dept. Supl. Business	Title I	Region	Dept. Supl. Instruction	Trans. Acctg	Trans. Dispatch	Modification
	✓	—	—					N/A	—	—	N/A	—	N/A	N/A
<div>✓ Approve / Reject</div>														
25.925	Field Trip	BELMONT SH					Draft							
25.924	Field Trip	BELMONT SH	FREMONT SH	7/11/2025	7/11/2025		Modification Submitted							
25.923	Field Trip	BELMONT SH	FREMONT SH	7/21/2025	7/21/2025		Approved							

Page Length: 10

Permission Slip User Guide for Requestors

- Click on the **Student Roster** to expand the details.



Summary

Los Angeles Unified School District

Request for Approval of School Organized Trip for Students

Reference No: 25-927

School Name
BELMONT SH

Expand/Collapse All tabs

Basic Information ▼

Contact Information ▼

Trip Information ▼

Destination ▼

Transportation ▼

Student Roster ▼

Chaperones ▼

Staff Supporting Students ▼

Funding for Field trip expenses ▼

Documentation ▼

Approver Comments ▼


Requester Certification ▼

Principal Certification ▼

Permission Slip

User Guide for Requestors

- The **Consent (Digital)** field should indicate "**No**." See "Manual Submission of Permission Slip" instructions below on how to update the "Consent (Paper)" field.



Summary

Los Angeles Unified School District

Request for Approval of School Organized Trip for Students

Reference No: 25-927

School Name
BELMONT SH

Expand/Collapse All tabs

Basic Information ▼

Contact Information ▼

Trip Information ▼

Destination ▼

Transportation ▼

Student Roster ▼

Total number of students: 1

[CLICK HERE](#) to update student roster information.

Download All forms Print Section







S.No#	Student ID	Student Name	Grade	Parent Name	Parent Contact	Health Alert	504	Custody Alert	IEP	Consent(Digital)	Consent(Paper)	Reviewed	Form
1	200229X284	FSFASF	8	DFSDFSDF	(423) 543-6436	-	-	-	-	No	No	No	N/A

Permission Slip User Guide for Requestors

B. How to Verify when the Parent Selects “Yes” on the Permission Slip

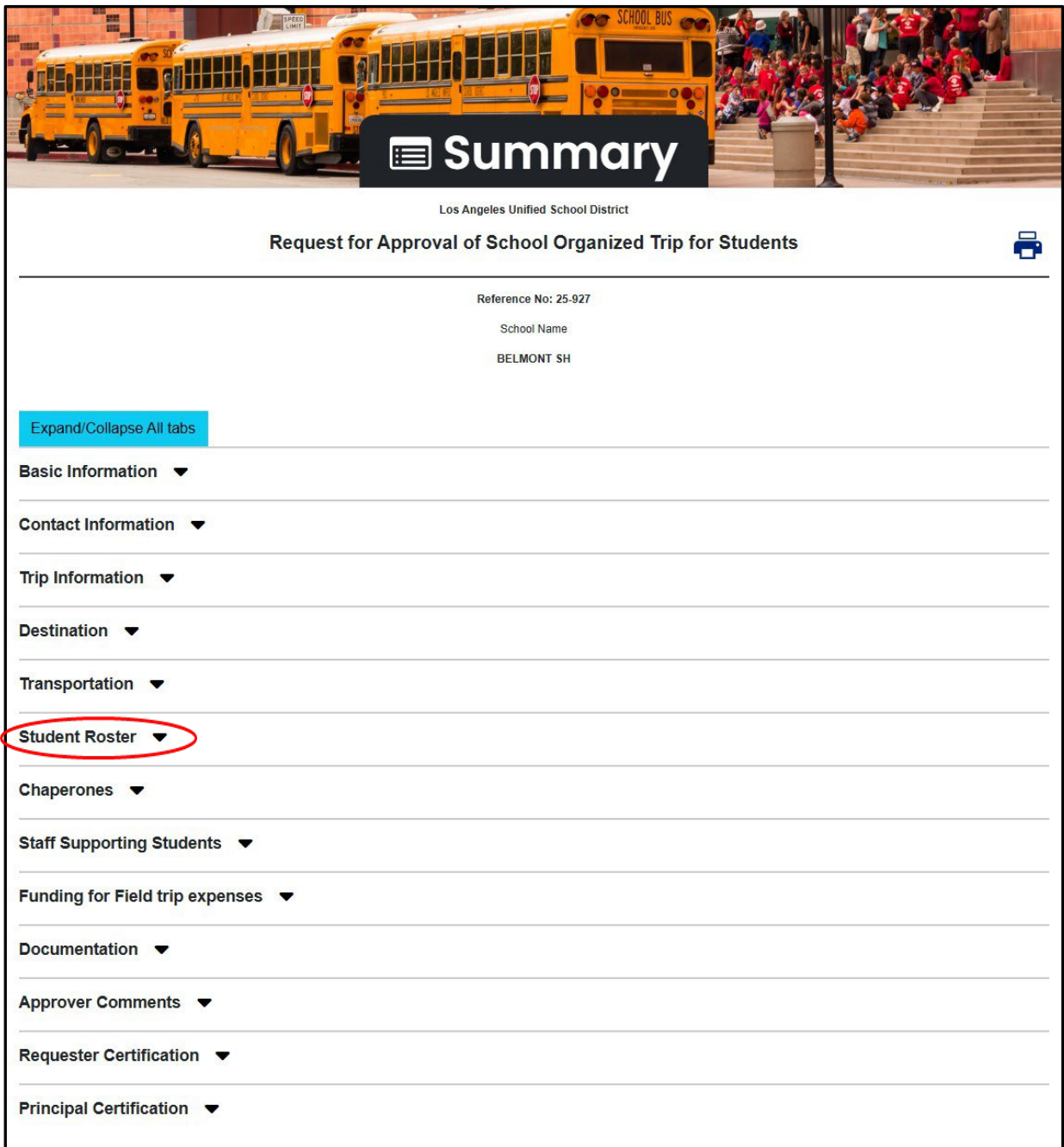
If the parent selected and submitted “**Yes, I do give my consent for my child to participate in the field trip**” in the Parent Portal.

1. To verify, the requestor must locate the reference number and click on the “**Summary**” icon.

Active Trip Requests														
School Year		Trip Type		Status		Departure Date From		Departure Date To		Search by Keyword				
26.927	Field Trip	BELMONT SH		FREMONT SH		7/31/2025		7/31/2025		Bus Info		Pending Approval		Action
Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Dept. Supl. Business	Title 1	Region	Dept. Supl. Instruction	Trans Acctg	Trans Dispatch	Modification
	✓	✓	—	—	N/A	—	—	N/A	—	—	N/A	—	N/A	N/A
<div>✓ Approve / Reject</div>														
26.925	Field Trip	BELMONT SH		FREMONT SH		7/11/2025		7/11/2025		Bus Info		Draft		  
26.924	Field Trip	BELMONT SH		FREMONT SH		7/11/2025		7/11/2025		Bus Info		Modification Submitted		
26.923	Field Trip	BELMONT SH		FREMONT SH		7/21/2025		7/21/2025		Bus Info		Approved		

Permission Slip User Guide for Requestors

- Click on the **Student Roster** to expand the details.



Summary

Los Angeles Unified School District

Request for Approval of School Organized Trip for Students

Reference No: 25-927

School Name
BELMONT SH

Expand/Collapse All tabs

Basic Information ▼

Contact Information ▼

Trip Information ▼

Destination ▼

Transportation ▼

Student Roster ▼

Chaperones ▼

Staff Supporting Students ▼

Funding for Field trip expenses ▼

Documentation ▼

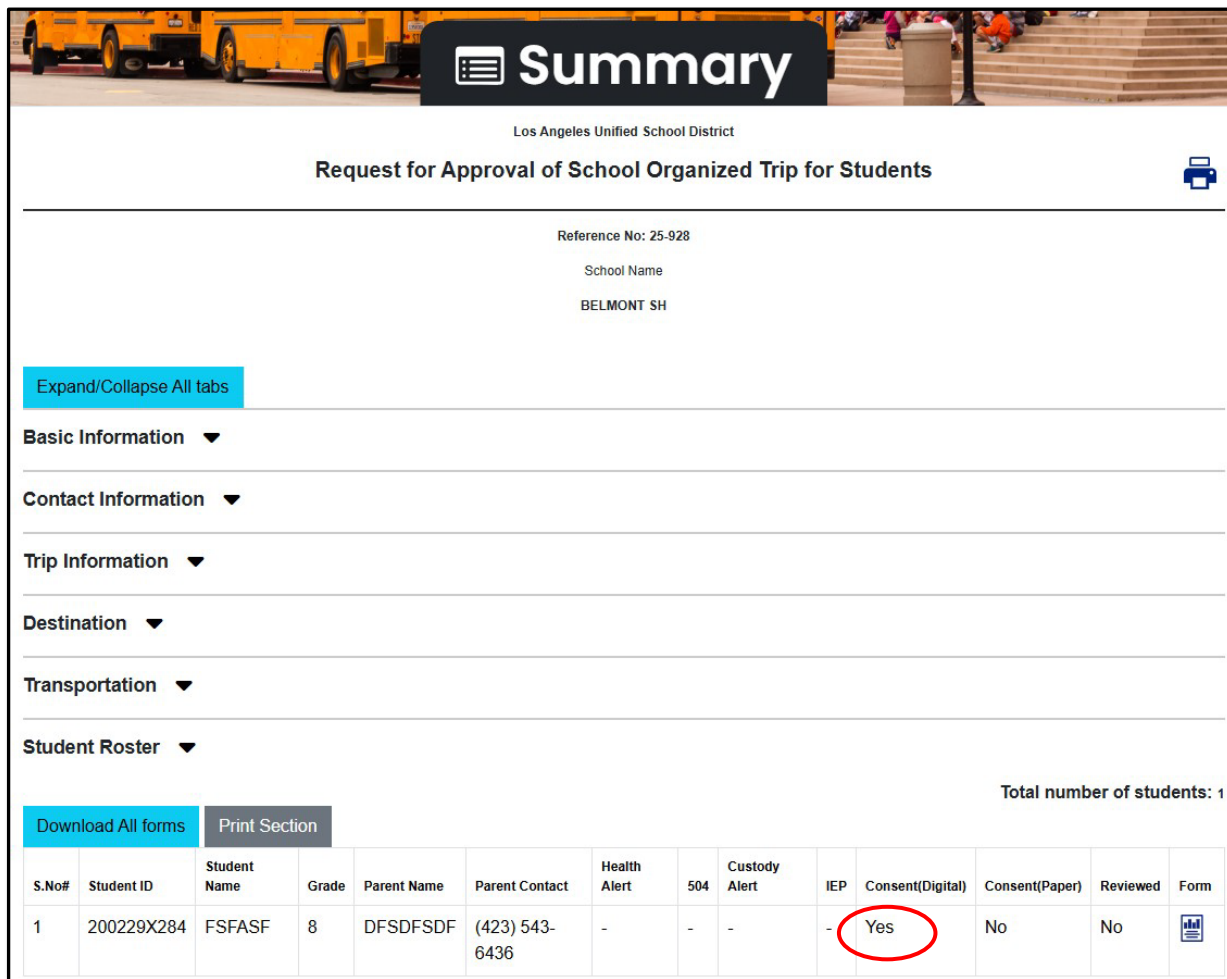
Approver Comments ▼

Requester Certification ▼

Principal Certification ▼

Permission Slip User Guide for Requestors

3. The **Consent (Digital)** should indicate **"Yes"** and **Consent (Paper)** as **"No."**



Summary

Los Angeles Unified School District

Request for Approval of School Organized Trip for Students

Reference No: 25-928

School Name
BELMONT SH

Expand/Collapse All tabs

Basic Information ▼

Contact Information ▼

Trip Information ▼


Destination ▼

Transportation ▼

Student Roster ▼

Total number of students: 1

Download All forms Print Section

S.No#	Student ID	Student Name	Grade	Parent Name	Parent Contact	Health Alert	504	Custody Alert	IEP	Consent(Digital)	Consent(Paper)	Reviewed	Form
1	200229X284	FSFASF	8	DFSDFSDF	(423) 543-6436	-	-	-	-	Yes	No	No	

Important notes:

"-" means no response received from parent/guardian

"No" means a parent/guardian said child cannot attend

"Yes" means a parent/guardian said child can attend

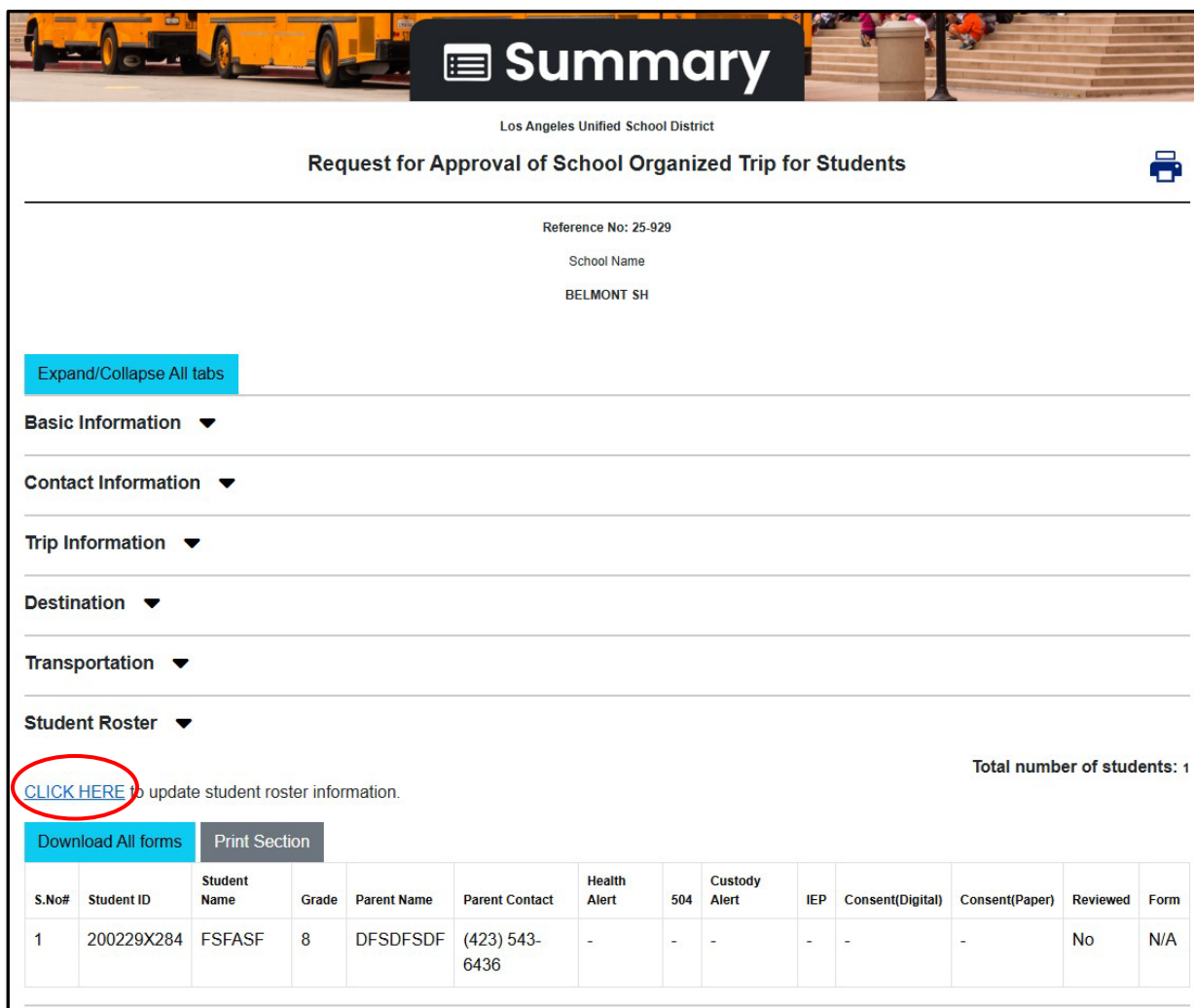
Permission Slip

User Guide for Requestors

Manual Submission of Permission Slip

Alternatively, parents may still submit the paper permission slip for a field trip. A nurse, principal, or the requestor can upload the paper permission slip into a digital format. The accepted formats are PDFs, JPGs, PNGs, HEIC, and BMP.

1. Log in and search for the reference number. Click on the **"Summary"** icon, then click on **"Student Roster"** to expand. Next, click the **"CLICK HERE"** link.



Summary

Los Angeles Unified School District

Request for Approval of School Organized Trip for Students

Reference No: 25-929

School Name
BELMONT SH

Expand/Collapse All tabs

Basic Information ▼

Contact Information ▼

Trip Information ▼

Destination ▼

Transportation ▼

Student Roster ▼


[CLICK HERE](#) to update student roster information.

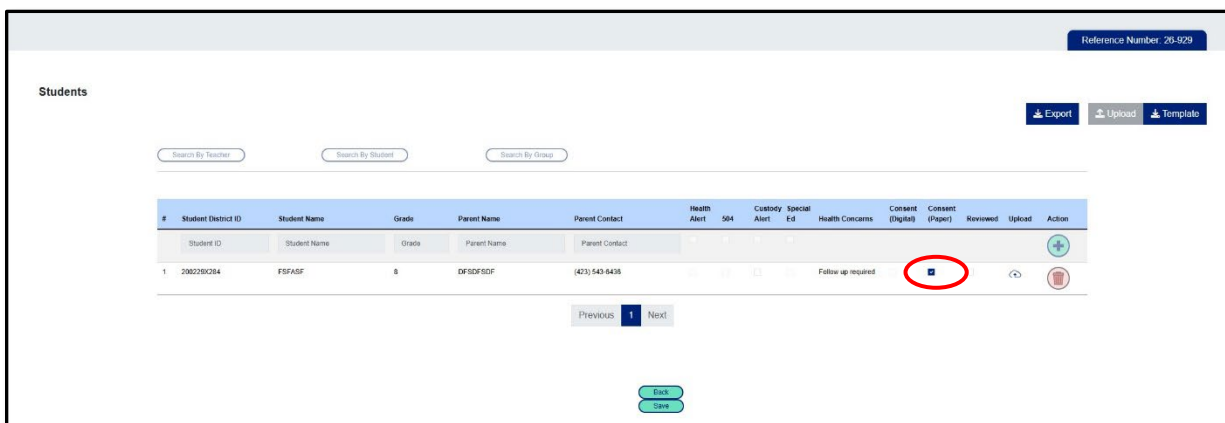
Total number of students: 1

Download All forms Print Section

S.No#	Student ID	Student Name	Grade	Parent Name	Parent Contact	Health Alert	504	Custody Alert	IEP	Consent(Digital)	Consent(Paper)	Reviewed	Form
1	200229X284	FSFASF	8	DFSDFSDF	(423) 543-6436	-	-	-	-	-	-	No	N/A

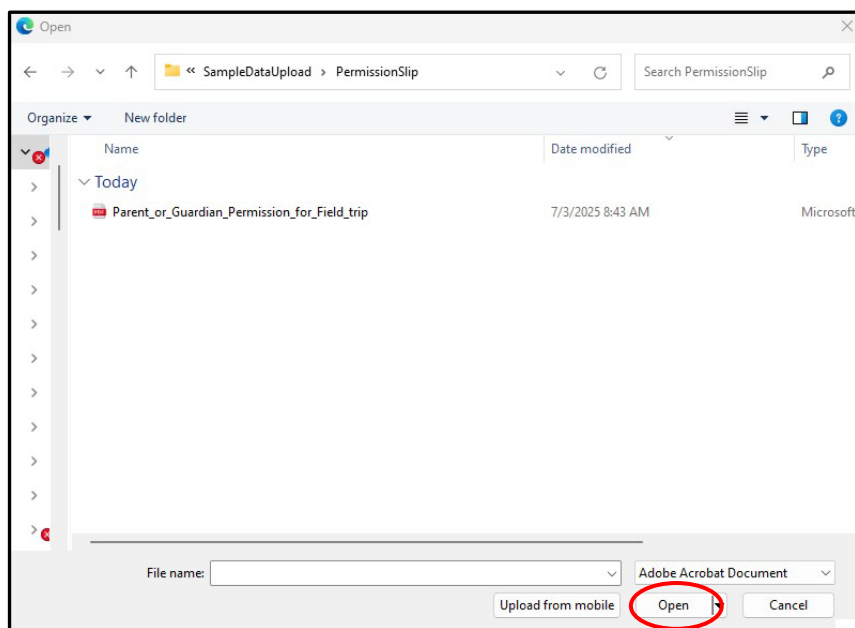
Permission Slip User Guide for Requestors

2. Scroll down to find the student with the paper permission slip and check the **Consent (Paper)** checkbox. After that, click the upload  button to upload the consent form.



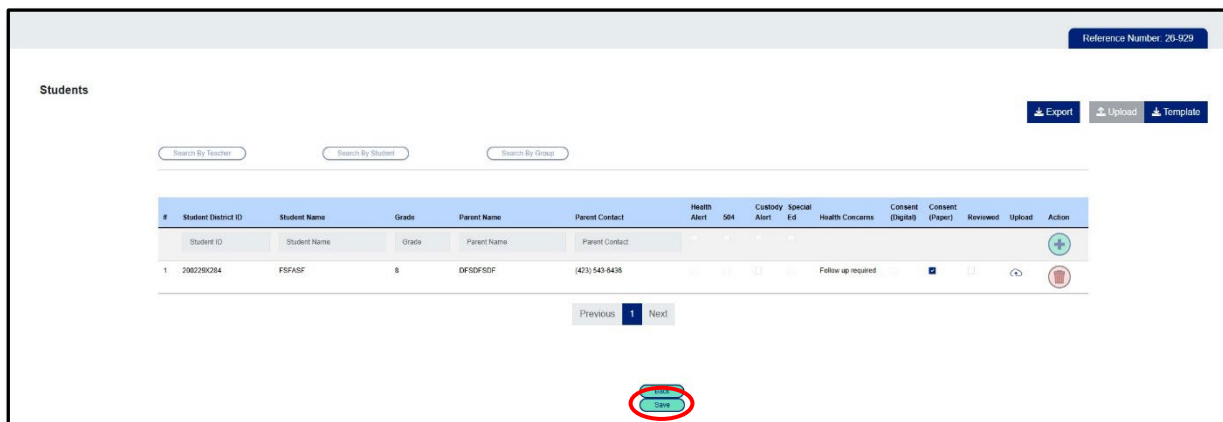
#	Student District ID	Student Name	Grade	Parent Name	Parent Contact	Health Alert	SB4	Custody Alert	Special Ed	Health Concerns	Consent (Digital)	Consent (Paper)	Reviewed	Upload	Action
1	202260284	FSFASF	8	DFSDFSDF	(423) 543 6436					Follow up required	<input checked="" type="checkbox"/>				

3. Choose the file you wish to upload, then click the **Open** button.



Permission Slip User Guide for Requestors

4. To ensure your changes are saved, please click on the **Save**  button.



Reference Number: 25-529


Students

Export Upload Template

Search By Teacher Search By Student Search By Group

#	Student District ID	Student Name	Grade	Parent Name	Parent Contact	Health Alert	504	Custody Alert	Special Ed	Health Concerns	Consent (Digital)	Consent (Paper)	Reviewed	Upload	Action
1	20028084	FSFASF	8	QFSDFSDF	(473) 543-9435					Follow up required	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Previous 1 Next




5. A confirmation window will appear, confirming that the changes were saved successfully. Click on the **OK** button, then the **Back** button to return to the **Summary** page.

Permission Slip

User Guide for Requestors

- To review the uploaded consent form, on the Summary page, click on the Student Roster. Next, click on the Form icon.



Los Angeles Unified School District

Request for Approval of School Organized Trip for Students

Reference No: 25-929

School Name
BELMONT SH

Expand/Collapse All tabs

Basic Information ▼

Contact Information ▼

Trip Information ▼

Destination ▼


Transportation ▼

Student Roster ▼

Total number of students: 1

[CLICK HERE](#) to update student roster information.

Download All forms Print Section

S.No#	Student ID	Student Name	Grade	Parent Name	Parent Contact	Health Alert	504	Custody Alert	IEP	Consent(Digital)	Consent(Paper)	Reviewed	Form
1	200229X284	FSFASF	8	DFSDFSDF	(423) 543-6436	-	-	-	-	No	Yes	No	

Permission Slip

User Guide for Requestors

Downloading the Permission Slips

Each student's parent or guardian must provide written permission for a field trip, authorization for medical care, and a personal health history for students with health issues or medical conditions. Parents are responsible for providing all necessary medications, supplies, and equipment required for the field trip at **least five days** before the trip date.

If the teacher does not have the signed field trip form on the day of the trip, the student will NOT be allowed to participate and will remain at school to complete their instructional day in another classroom.

Students will not be permitted to call home for oral permission, as the signed trip slip is a required legal document of consent, which also authorizes emergency care. **No exceptions will be made.**

1. A nurse/principal/requestor/primary contact/secondary contact can download and print the signed consent forms. To do this, locate the field trip and click on the **Summary** icon.

Active Trip Requests

School Year

Trip Type

Status

Departure Date From

Departure Date To

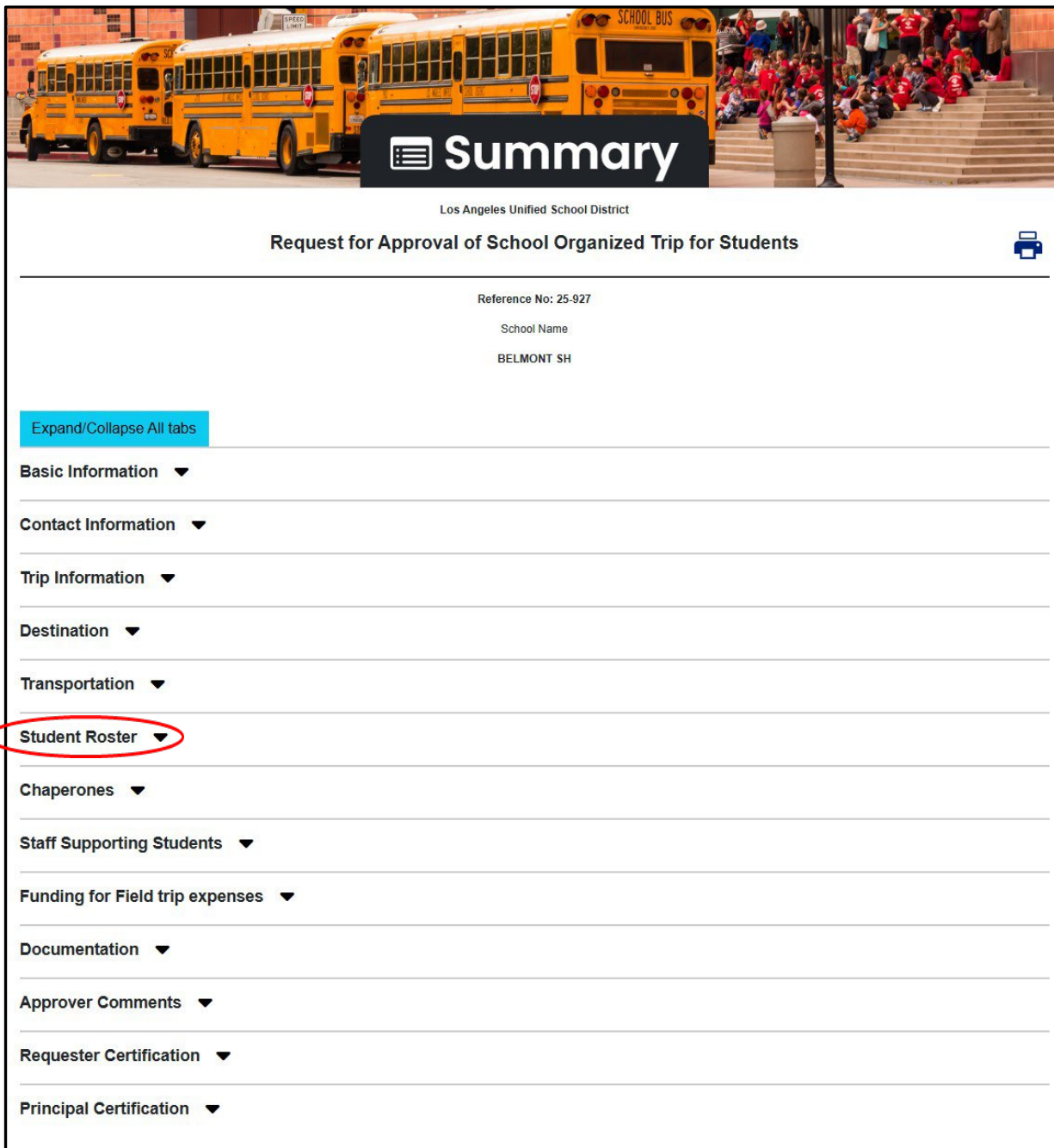
Search by Keyword

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action						
25-927	Field Trip	BELMONT SH	FREMONT SH	7/31/2025	7/31/2025		Pending Approval							
	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Dept. Supl. Business	Title 1	Region	Dept. Supl. Instruction	Trans Acctg	Trans Dispatch	Modification
		✓	✓	—	—	N/A	—	—	N/A	—	N/A	—	N/A	N/A
25-925	Field Trip	BELMONT SH					Draft							
25-924	Field Trip	BELMONT SH	FREMONT SH	7/11/2025	7/11/2025		Modification Submitted							
25-923	Field Trip	BELMONT SH	FREMONT SH	7/21/2025	7/21/2025		Approved							

Page Length: 10

Permission Slip User Guide for Requestors

- Click on the **Student Roster** to expand the details.



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Trip Information ▼

Destination ▼

Transportation ▼

Student Roster ▼

Chaperones ▼

Staff Supporting Students ▼

Funding for Field trip expenses ▼

Documentation ▼

Approver Comments ▼

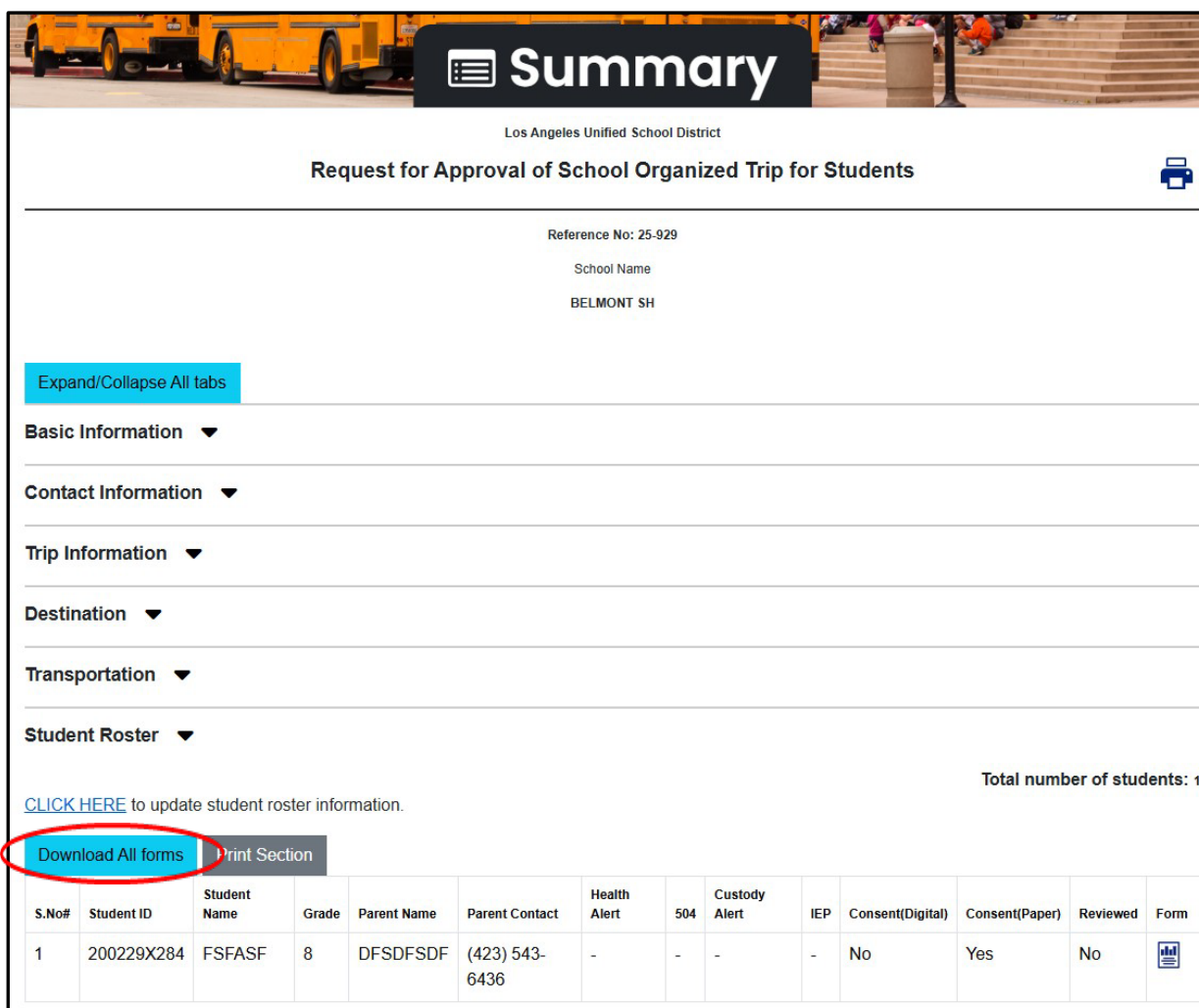
Requester Certification ▼

Principal Certification ▼

Permission Slip

User Guide for Requestors

- To download and print all forms, click on the **Download All forms** button. The file you download will be in a zipped format and will be named using a combination of the trip reference number and “_ConsentForms” (for example, 25-929_ConsentForms.zip). Additionally, the zipped file containing the permission slips will be named according to the Student's ID number.



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Request for Approval of School Organized Trip for Students

Reference No: 25-929

School Name
BELMONT SH

Expand/Collapse All tabs

Basic Information ▼

Contact Information ▼

Trip Information ▼

Destination ▼

Transportation ▼

Student Roster ▼

Total number of students: 1

[CLICK HERE](#) to update student roster information.

Download All forms **Print Section**

S.No#	Student ID	Student Name	Grade	Parent Name	Parent Contact	Health Alert	504	Custody Alert	IEP	Consent(Digital)	Consent(Paper)	Reviewed	Form
1	200229X284	FSFASF	8	DFSDFSDF	(423) 543-6436	-	-	-	-	No	Yes	No	