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General Information

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

Identifying a Field Trip Request for Certification or Approval

Field trips listed as **“Submitted”** or **“Modification Submitted”** in the Status column need to be approved or certified.

Active Trip Requests								
<div> <div>School Year</div> <div>Trip Type</div> <div>Status</div> <div>Departure Date From</div> <div>Departure Date To</div> <div>Search by Keyword</div> </div>								
Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action
25-3959	District Organized	GARFIELD SH,BELMONT SH	University of California-Los Angeles, UCLA	3/26/2025	3/26/2025		Modification Submitted	
25-2532	Field Trip	BELMONT SH	LIGHT STREET SPEED SOL	3/27/2025	3/27/2025		Modification Submitted	
25-2936	STB Outdoor Ed	BELMONT SH	LIGHT STREET SPEED SOL	3/27/2025	3/27/2025		Pending Approval	
25-2885	District Organized	GARFIELD SH,BELMONT SH	HAMILTON SH	3/27/2025	3/27/2025		Pending Approval	
25-2927	District Organized	GARFIELD SH,BELMONT SH	FAIRBURN AVE EL	3/27/2025	3/27/2025		Denied	
25-2894	District Organized	GARFIELD SH,BELMONT SH	test	3/27/2025	3/27/2025		Denied	
25-3904	District Organized	GARFIELD SH,BELMONT SH	GARFIELD SH	3/27/2025	3/27/2025		Pending Approval	
25-2901	District Organized	GARFIELD SH,BELMONT SH	test	3/27/2025	3/27/2025		Submitted	

Certifying a Field Trip Request

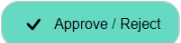
1. To start certifying a field trip, after signing in as an approver, locate and click the reference number.

Active Trip Requests

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action
25-3650	District Organized	GARFIELD SH.BELMONT SH	University of California-Los Angeles, UCLA	3/29/2025	3/26/2025		Modification Submitted	
25-2932	Field Trip	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Modification Submitted	
25-2636	RTB Outdoor Ed	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Pending Approval	
25-2885	District Organized	GARFIELD SH.BELMONT SH	HAMILTON SH	3/27/2025	3/27/2025		Pending Approval	
25-2927	District Organized	GARFIELD SH.BELMONT SH	FAIRBURN AVE EL	3/27/2025	3/27/2025		Denied	
25-2894	District Organized	GARFIELD SH.BELMONT SH	test	3/27/2025	3/27/2025		Denied	
25-3004	District Organized	GARFIELD SH.BELMONT SH	GARFIELD SH	3/27/2025	3/27/2025		Pending Approval	
25-2891	District Organized	GARFIELD SH.BELMONT SH	test	3/27/2025	3/27/2025		Submitted	

Page Length: 10

Alternatively, search for trip reference number in the **Search by Keyword** textbox.


- Click on the **Approve / Reject**  button to view the trip summary. All applicable approvers' subtabs will be expanded to see their relevant declarations.

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
25.3382	Field Trip	BELMONT SH					Draft	
25.3380	Field Trip	BELMONT SH	LIGHT STREET SPED SOL	4/4/2025	4/4/2025		Submitted	

Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Dept. Suppl. Business	Title 1	Region	Dept. Suppl. Instruction	Trans-Acc'tg	Trans Dispatch	Modification
			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



25.3379	Field Trip	BELMONT SH	LIGHT STREET SPED SOL	4/1/2025	4/1/2025		Submitted	
25.3378	District Organized	GARFIELD SH, BELMONT SH	ANIMO PAT BROWN	4/30/2025	4/30/2025		Submitted	

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Principal Approval

By checking the boxes below, the Principal certifies that all statements are true. Optionally, additional notes about the field trip can be entered in the **Comments** section.

Principal Certification ▼

Check each box where the statement is true:

- ☐ Complies with regulations and policies.
- ☐ At least 1 certificated staff member will be in attendance during this trip.
- ☐ I have confirmed the funding source(s) for this field trip and certify that these funds are currently available.
- ☐ I have reviewed and approved the reimbursement of expenses as requested in this field trip request.
- ☐ I understand that final approval of this field trip does not confirm availability of these funds.
- ☐ Provides educational value.
- ☐ Locations of nearest emergency facilities have been obtained.
- ☐ Basic First Aid kit is available and will be taken on the trip.
- ☐ All parent/guardian permission slips will be obtained prior to trip and kept on file at the school for 7 years.
- ☐ The current student-to-chaperone ration is 1:1 .All participant rosters will be updated promptly as changes or additions are communicated. I will ensure that the District's
- ☐ required 10:1 student-to-chaperone ratio is met at all times in accordance with LAUSD policy. This includes updating the system as needed to reflect accurate supervision assignments prior to the date of the trip.
- ☐ I am aware that the field trip will last 0 day(s)
- ☐ The Nurse's certification (re: student medical needs and corresponding staff training) will be completed prior to the trip.
- ☐ All non-LAUSD employee chaperones will satisfy the volunteer requirements in BUL-6746.2, Establishing and Administering School/Office Volunteer Programs.
- ☐ All required approvals will be obtained prior to the trip.
- ☐ I am aware that my school/office is responsible for cancelling the field trip through the online Field Trip System if it will not take place for any reason, including non-approvals by the Region or Deputy Superintendent. Trips with LAUSD bus transportation not cancelled promptly will require payment for services rendered.

Comments

Submitted By: TEST FN2 TEST LN2 Date: 07/30/2025 Time: 10:49 AM

? Need more information
✓ Approve
✗ Reject

3. Click on either **"Approve"** or **"Reject"** or request more information on that trip by clicking on the **"Need more information"** button.



4. A confirmation pop-up message will appear. Click the **"OK"** button to close the window.
5. Once all approvers have approved the field trip request, the status will display as **"Approved"** on the dashboard.

Granting Access via the Principal Portal

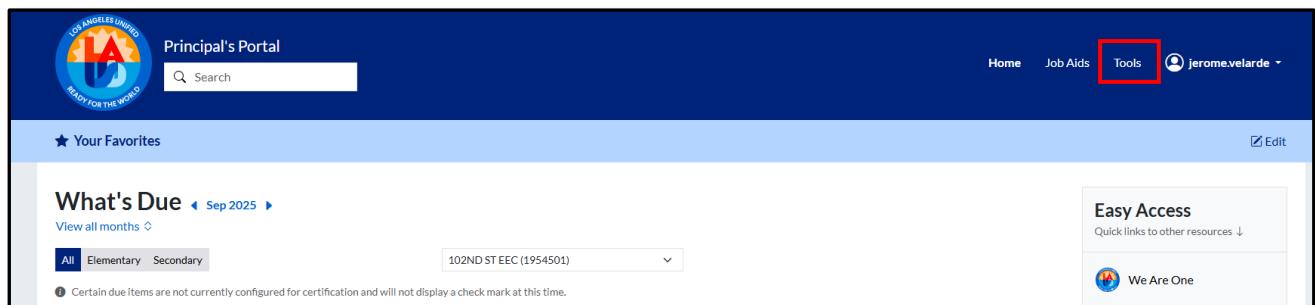
Grant access via <https://principalportal.lausd.net>

It is important to ensure that each employee is assigned only one role, either as a FieldTrip Nurse or as a FieldTrip Designee.

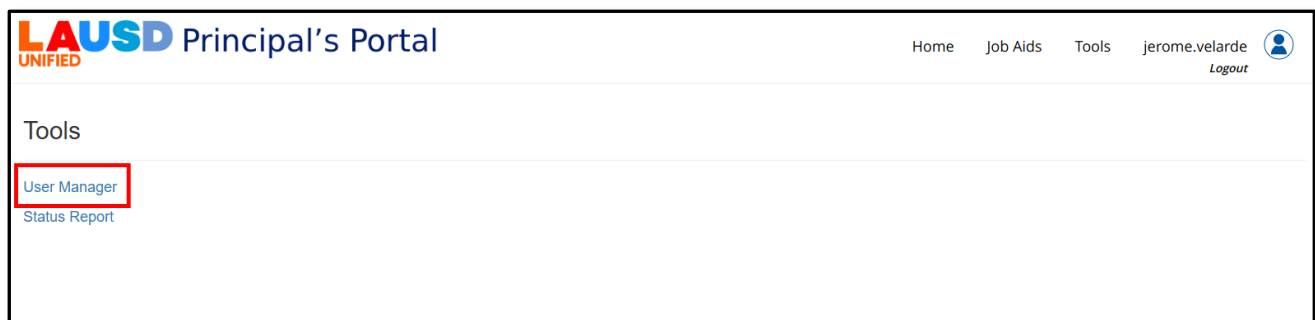
Assigning a new role

To assign a new role to an employee, follow these steps:

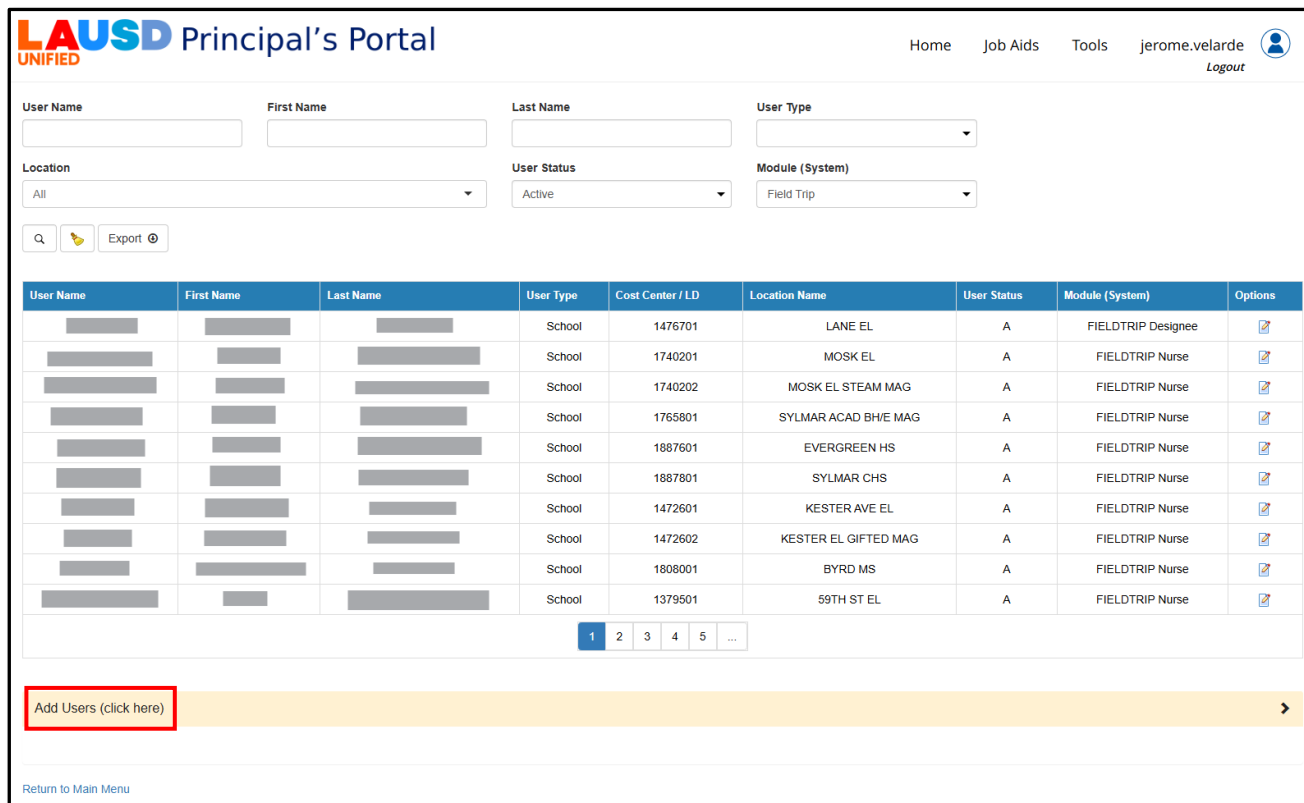
1. Once logged in, click on the **Tools** menu.



2. Click on the **User Manager** link.



3. Click the **Add Users** link.



LAUSD Principal's Portal

Home Job Aids Tools jerome.velarde Logout

User Name: First Name: Last Name: User Type:

Location: User Status: Module (System):

User Name	First Name	Last Name	User Type	Cost Center / LD	Location Name	User Status	Module (System)	Options
			School	1476701	LANE EL	A	FIELDTRIP Designee	
			School	1740201	MOSK EL	A	FIELDTRIP Nurse	
			School	1740202	MOSK EL STEAM MAG	A	FIELDTRIP Nurse	
			School	1765801	SYLMAR ACAD BH/E MAG	A	FIELDTRIP Nurse	
			School	1887601	EVERGREEN HS	A	FIELDTRIP Nurse	
			School	1887801	SYLMAR CHS	A	FIELDTRIP Nurse	
			School	1472601	KESTER AVE EL	A	FIELDTRIP Nurse	
			School	1472602	KESTER EL GIFTED MAG	A	FIELDTRIP Nurse	
			School	1808001	BYRD MS	A	FIELDTRIP Nurse	
			School	1379501	59TH ST EL	A	FIELDTRIP Nurse	

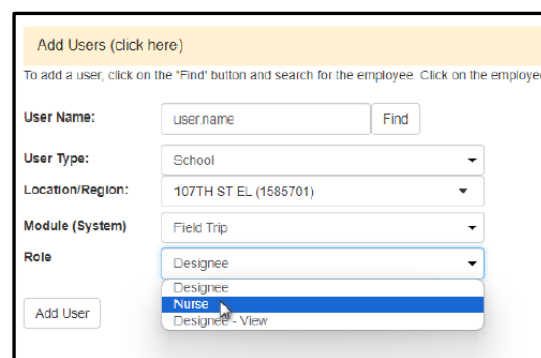
1 2 3 4 5 ...

Add Users (click here)

[Return to Main Menu](#)

A. Granting School Nurse Access

- Principals must provide the school nurse with Field Trip access through the Principal Portal.
- Please ensure that the "Nurse" option is selected for the Role.
- If the school nurse is unavailable, regional nurses can view and approve field trip requests.



Add Users (click here)

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

User Name: Find

User Type:

Location/Region:

Module (System):

Role:

Add User

Designee
Nurse
Designee - View

B. Granting Field Trip Designee

- The Principal has the option to grant Field Trip Designee access to specific individuals at the school, such as the SAA.
- Those designated as Field Trip Designees will have the same viewing and approval authority as the Principal.

Add Users (click here)

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

User Name: Find

User Type:

Location/Region:

Module (System):

Role:

Add User

Designee
Nurse
Designee - View

Changing user status

To change an employee's designation, please follow these steps:

1. Locate an employee using the filters.

LAUSD UNIFIED Principal's Portal Home Job Aids Tools jerome.velarde Logout

User Name First Name Last Name User Type

Location User Status Module (System)

All Active Field Trip

Search Export


User Name	First Name	Last Name	User Type	Cost Center / LD	Location Name	User Status	Module (System)	Options
			School	1476701	LANE EL	A	FIELDTRIP Designee	
			School	1740201	MOSK EL	A	FIELDTRIP Nurse	
			School	1740202	MOSK EL STEAM MAG	A	FIELDTRIP Nurse	
			School	1765801	SYLMAR ACAD BH/E MAG	A	FIELDTRIP Nurse	
			School	1887601	EVERGREEN HS	A	FIELDTRIP Nurse	
			School	1887801	SYLMAR CHS	A	FIELDTRIP Nurse	
			School	1472601	KESTER AVE EL	A	FIELDTRIP Nurse	
			School	1472602	KESTER EL GIFTED MAG	A	FIELDTRIP Nurse	
			School	1808001	BYRD MS	A	FIELDTRIP Nurse	
			School	1379501	59TH ST EL	A	FIELDTRIP Nurse	


1 2 3 4 5 ...

Add Users (click here)

Return to Main Menu











2. Click the **Edit**  icon under **Options**.


Principal's Portal

[Home](#)
[Job Aids](#)
[Tools](#)
[jerome.velarde](#)  [Logout](#)

User Name
 First Name
 Last Name
 User Type


Location
 User Status
 Module (System)

User Name	First Name	Last Name	User Type	Cost Center / LD	Location Name	User Status	Module (System)	Options
			School	1476701	LANE EL	A	FIELDTRIP Designee	
			School	1740201	MOSK EL	A	FIELDTRIP Nurse	
			School	1740202	MOSK EL STEAM MAG	A	FIELDTRIP Nurse	
			School	1765801	SYLMAR ACAD BH/E MAG	A	FIELDTRIP Nurse	
			School	1887601	EVERGREEN HS	A	FIELDTRIP Nurse	
			School	1887801	SYLMAR CHS	A	FIELDTRIP Nurse	
			School	1472601	KESTER AVE EL	A	FIELDTRIP Nurse	
			School	1472602	KESTER EL GIFTED MAG	A	FIELDTRIP Nurse	
			School	1808001	BYRD MS	A	FIELDTRIP Nurse	
			School	1379501	59TH ST EL	A	FIELDTRIP Nurse	

[Add Users \(click here\)](#)

[Return to Main Menu](#)

3. Select the **User Status (Active, InActive, or Suspend)**. Click the **Save**  icon to save or **Cancel**  icon to cancel.


Principal's Portal
Home Job Aids Tools jerome.velarde Logout

User Name

First Name












Last Name

User Type

Location
All

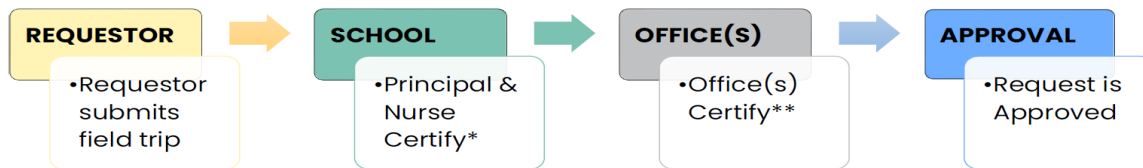
User Status
Active

Module (System)
Field Trip

User Name	First Name	Last Name	User Type	Cost Center / LD	Location Name	User Status	Module (System)	Options
			School	1476701	LANE EL	Active	FIELDTRIP Designee	 
			School	1740201	MOSK EL	Active	FIELDTRIP Nurse	
			School	1740202	MOSK EL STEAM MAG	InActive	FIELDTRIP Nurse	
			School	1765801	SYLMAR ACAD B/H/E MAG	Suspend	FIELDTRIP Nurse	
			School	1887601	EVERGREEN HS	A	FIELDTRIP Nurse	
			School	1887801	SYLMAR CHS	A	FIELDTRIP Nurse	
			School	1472601	KESTER AVE EL	A	FIELDTRIP Nurse	
			School	1472602	KESTER EL GIFTED MAG	A	FIELDTRIP Nurse	
			School	1808001	BYRD MS	A	FIELDTRIP Nurse	
			School	1379501	59TH ST EL	A	FIELDTRIP Nurse	

1 2 3 4 5 ...

General Approval Flow



*Exceptions (e.g., athletic playoffs)

**Offices that are required to review depend on the characteristics of the field trip request. Offices that may be required to review the field trip include: Office of Outdoor & Environmental Education (OOEE), Interscholastic Athletics, Environmental Health & Safety (OEHS), Division of Risk Management & Insurance Services, Student Integration, Title I, Region, and/or Transportation Services Division.