Table of Contents

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.
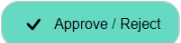
Certifying a Field Trip Request

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

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

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

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.

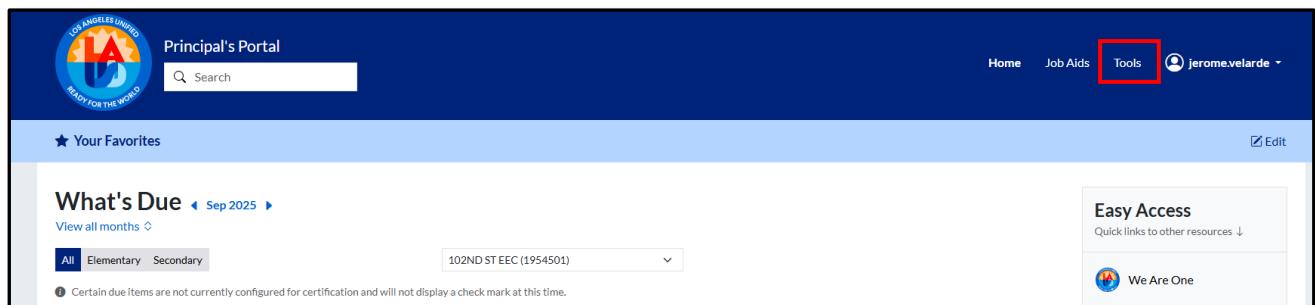## Granting Access via the Principal Portal

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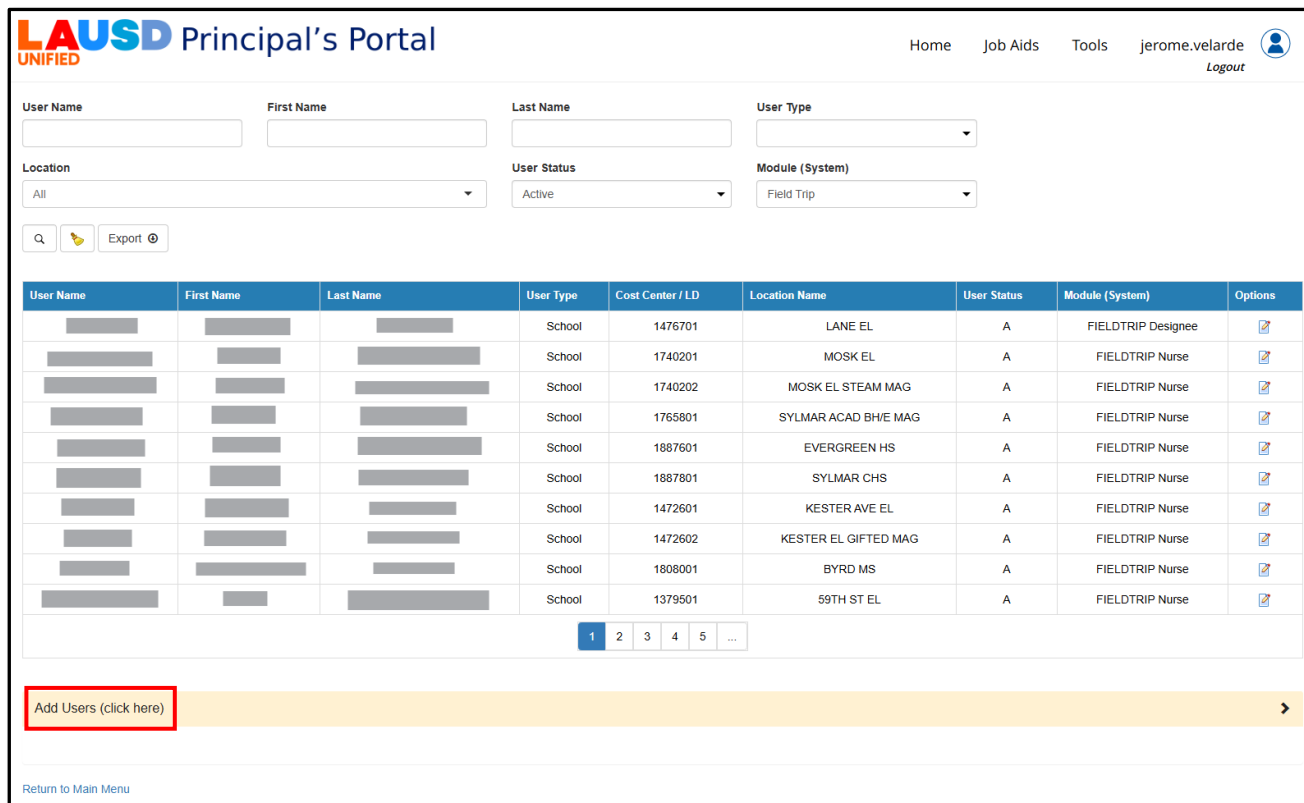
1. Once logged in, click on the **Tools** menu.

2. Click on the **User Manager** link.
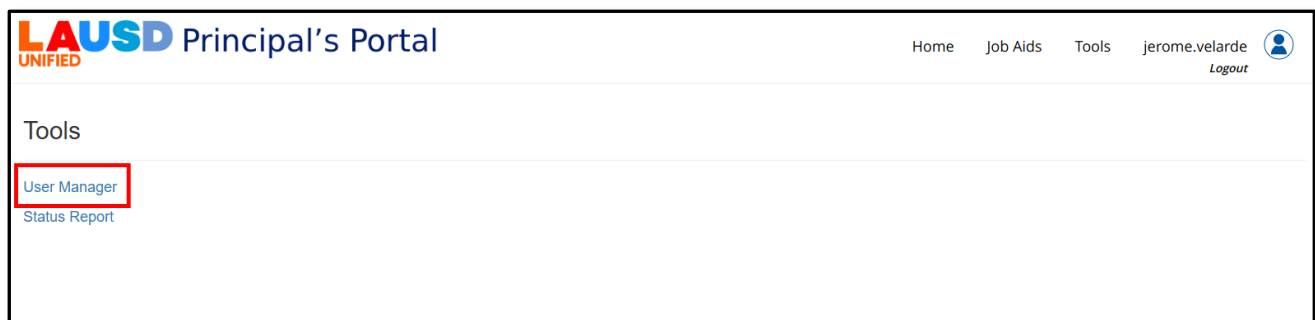
3. Click the **Add Users** link.

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.

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.

Changing user status

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

1. Locate an employee using the filters.

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

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

General Approval Flow

REQUESTOR → SCHOOL → OFFICE(S) → APPROVAL

REQUESTOR	SCHOOL	OFFICE(S)	APPROVAL
•Requestor submits field trip	•Principal & Nurse Certify*	•Office(s) Certify**	•Request is Approved

*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 1, Region, and/or Transportation Services Division.