

## Table of Contents

<b>General Information</b> .....	2
<b>Creating a Field Trip Request</b> .....	2
A. Creating a New Trip Request .....	2
B. Contact Information .....	6
C. Transportation .....	8
D. Destination .....	11
E. Expected Participants Count .....	13
F. Students .....	14
G. Chaperones .....	18
H. Supporting Students .....	19
I. Funding.....	20
J. Documentation .....	22
K. Certification .....	23

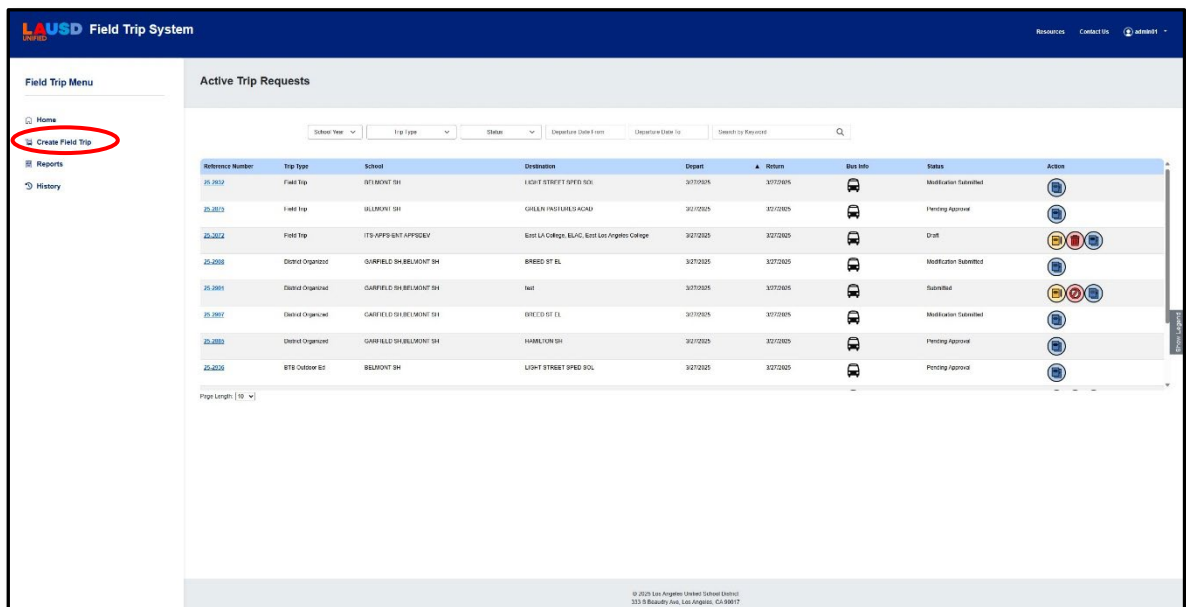
## General Information

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

## Creating a Field Trip Request

### A. Creating a New Trip Request

1. To start the process of requesting a field trip, locate and click on the menu **Create Field Trip**.

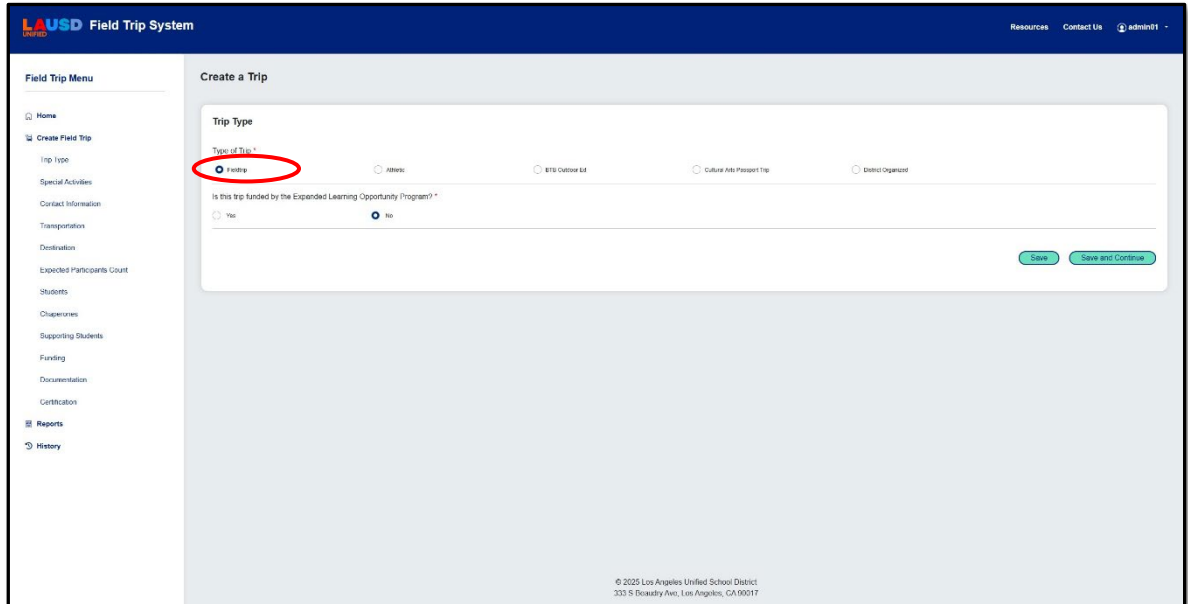


The screenshot displays the LAUSD Field Trip System interface. On the left, the 'Field Trip Menu' includes options for Home, Reports, and History. The 'Create Field Trip' option is highlighted with a red circle. The main content area, titled 'Active Trip Requests', features a search bar and a table of requests. The table columns are: Reference Number, Trip Type, School, Destination, Depart, Return, Bus Info, Status, and Action. The table contains several rows of data, including requests for field trips to locations like 'LIGHT STREET SPEED SOL' and 'GLEN PARK HILLS ACAD'.

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action
25.2652	Field Trip	BELMONT SH	LIGHT STREET SPEED SOL	3/7/2025	3/7/2025		Modification Submitted	
25.2653	Field Trip	BELMONT SH	GLEN PARK HILLS ACAD	3/7/2025	3/7/2025		Pending Approval	
25.2652	Field Trip	ITS APPRENT APPREVEY	East LA College, ELAC, East Los Angeles College	3/7/2025	3/7/2025		Draft	
25.2658	District Organized	GARFIELD-SH BELMONT SH	BREED HT EL	3/7/2025	3/7/2025		Modification Submitted	
25.2661	District Organized	GARFIELD-SH BELMONT SH	Intl	3/7/2025	3/7/2025		Submitted	
25.2662	District Organized	GARFIELD-SH BELMONT SH	DELETO ST EL	3/7/2025	3/7/2025		Modification Submitted	
25.2663	District Organized	GARFIELD-SH BELMONT SH	HAMILTON SH	3/7/2025	3/7/2025		Pending Approval	
25.2656	ITE Outdoor CE	BELMONT SH	LIGHT STREET SPEED SOL	3/7/2025	3/7/2025		Pending Approval	

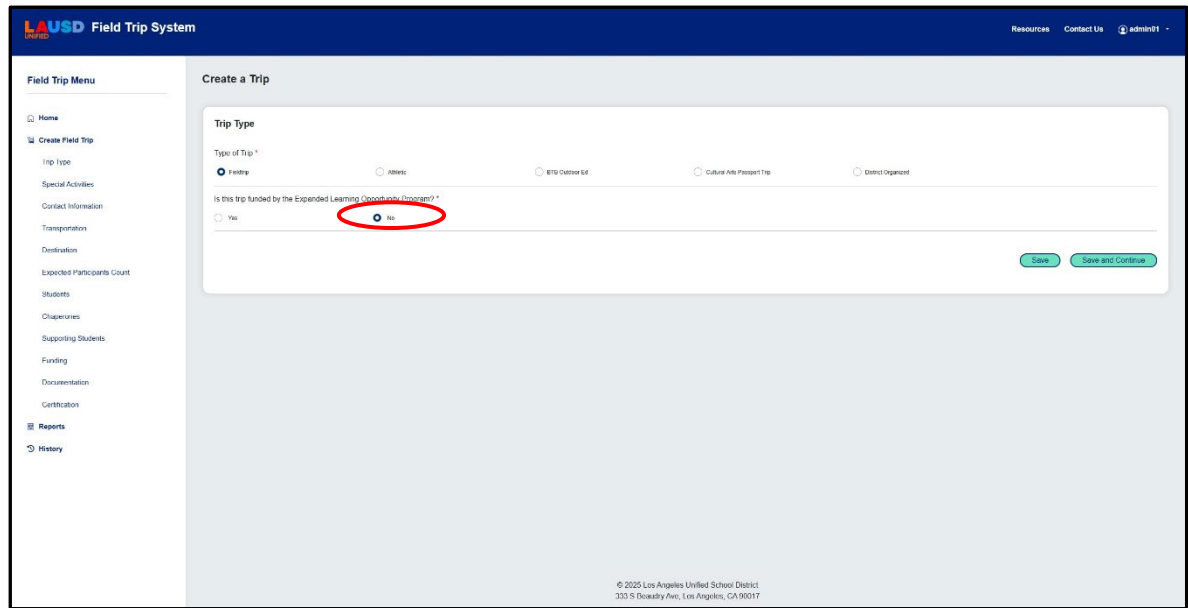
# How to Request a Non-Athletic Field Trip

2. To create a Fieldtrip type of trip, click on the **Fieldtrip** radio button.



The screenshot shows the 'LAUSD Field Trip System' interface. On the left is a 'Field Trip Menu' with options like Home, Create Field Trip, Trip Type, Special Activities, Contact Information, Transportation, Destination, Expected Participants Count, Students, Chaperones, Supporting Students, Funding, Documentation, Certification, Reports, and History. The main area is titled 'Create a Trip' and contains a 'Trip Type' section with the question 'Type of Trip?'. There are five radio buttons: 'Fieldtrip' (which is circled in red), 'Interest', 'ETS Out-of-State', 'Cultural Arts Passport Trip', and 'Interest Organized'. Below this is another question: 'Is this trip funded by the Expanded Learning Opportunity Program? \*' with 'Yes' and 'No' radio buttons, where 'No' is selected. At the bottom right of the form are 'Save' and 'Save and Continue' buttons. A footer at the bottom right reads: '© 2025 Los Angeles Unified School District, 333 S. DeSoto Ave., Los Angeles, CA 90017'.

3. Select the **Yes** or **No** radio button for the **Expanding Learning Opportunity** trip. Click on the **Save & Continue** button to proceed to **Special Activities**.



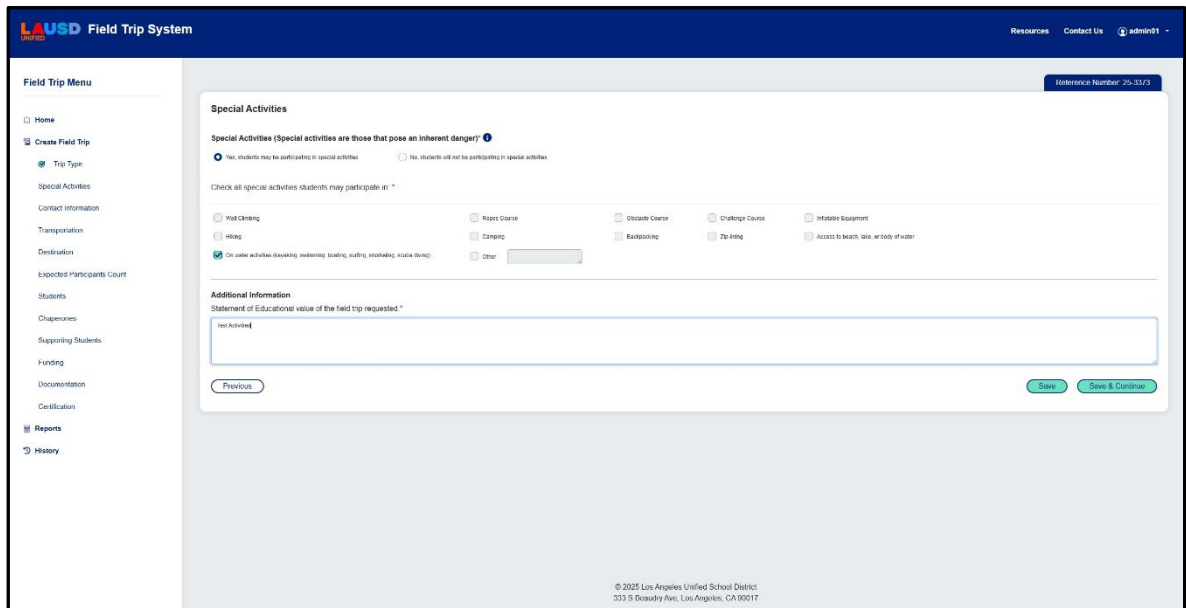
The screenshot shows the 'Create a Trip' form in the LAUSD Field Trip System. The 'Trip Type' section has five radio buttons: 'Field Trip' (selected), 'Athletic', 'ETS/Outdoor Ed', 'Cultural Arts/Parent Trip', and 'District Organized'. Below this, a question asks 'Is this trip funded by the Expanded Learning Opportunity (Elementary)\*'. The 'Yes' radio button is circled in red. At the bottom right, there are 'Save' and 'Save and Continue' buttons. The footer contains copyright information for Los Angeles Unified School District.

### **Important notes:**

**(Asterisk\*)** – indicates mandatory information.

**Reference Number** – Format XX-XXX where the first two digits refer to the last two digits of the school year and then displayed as a linked value with the system generated unique reference number.

- Select the **Yes** or **No** radio button if students are participating in **Special Activities** and check applicable special activities students may participate in. Click on the **Save & Continue** button to proceed to **Contact Information**.



### Important notes:

**Save** button – Allows users to save the trip details on the current page of the workflow.

**Save & Continue** button – Allows users to save and then navigate to the next page in the workflow.

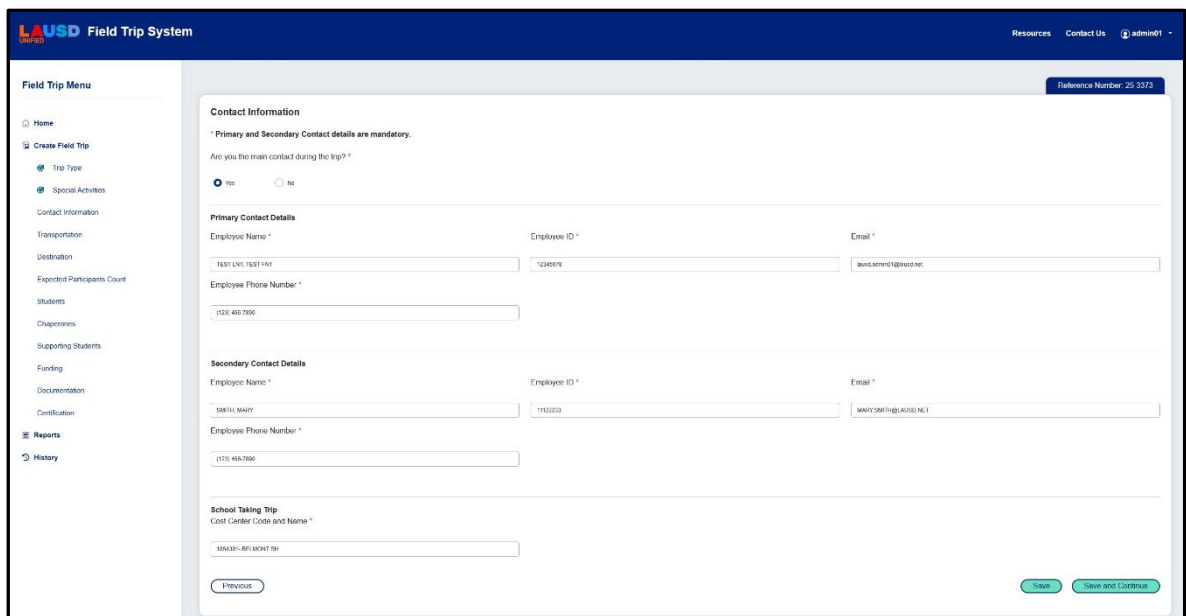
On navigating to the next screen, the green check will be enabled to indicate the validation was successful.

**Previous** button – Allows users to navigate to the previous page in the workflow. An info icon <sup>ⓘ</sup> will display additional information on hover or click.

## B. Contact Information

1. Select the **Yes** button in **Are you the main contact for the trip?**

If you are requesting the field trip and are also the main contact for it, you will select 'Yes.' Your employee information will automatically populate the designated sections for Employee Name, Employee ID, Email, and Employee Phone Number.



**LAUSD Field Trip System** | Reference Number: 25-3273

**Contact Information**  
 \* Primary and Secondary Contact details are mandatory.  
 Are you the main contact during the trip? \*  
 Yes  No

**Primary Contact Details**

Employee Name *	Employee ID *	Email *
TEST LVN, TEST FNY	12345678	lvn.test@lousd.net
Employee Phone Number *		
(714) 456-7890		

**Secondary Contact Details**

Employee Name *	Employee ID *	Email *
SMITH, MARY	11122233	MARY.SMITH@LAUSD.NET
Employee Phone Number *		
(714) 456-7890		

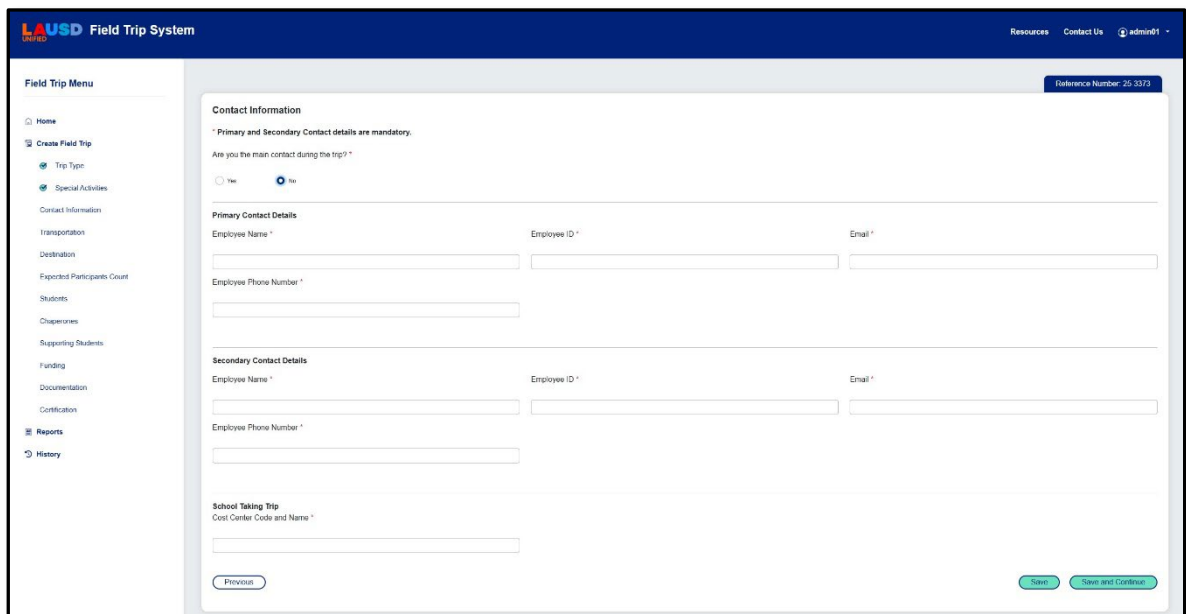
**School Taking Trip**  
 Cost Center Code and Name \*

100000-001 MONY SH

[Previous](#) [Save](#) [Save and Continue](#)

Select the **No** button in **Are you the main contact for the trip?**

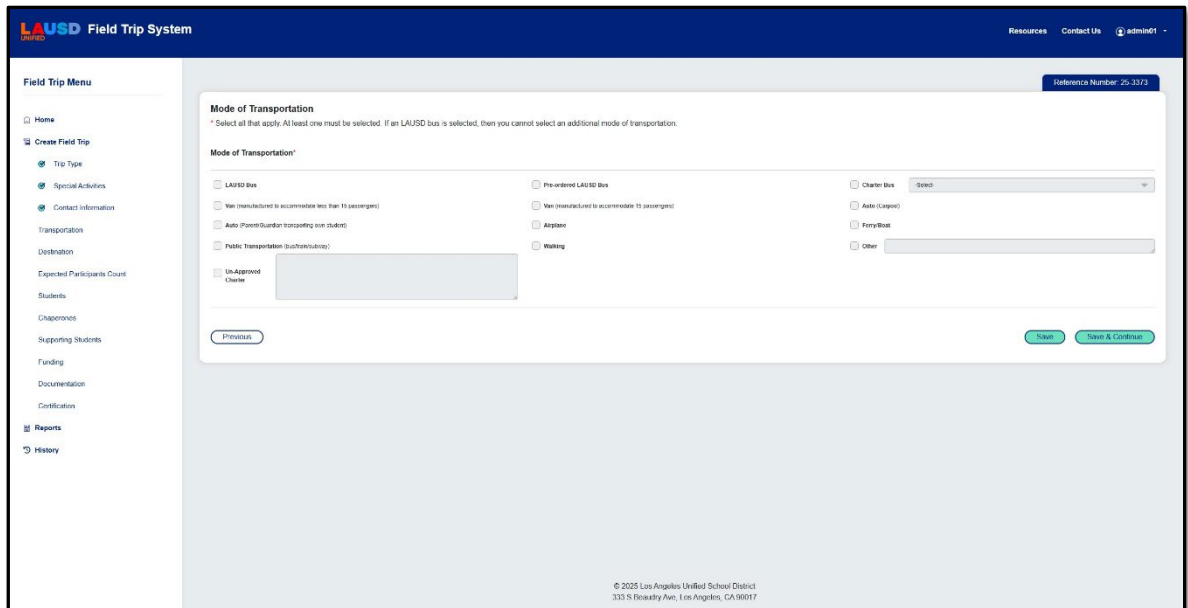
By selecting 'No,' you will have to manually fill out the main contact information, including the Employee Name, Employee ID, Employee Cell number, and the Cost Center Code.



2. Enter the secondary contact information details, including **Employee Name, Employee ID, Email, and Employee Phone Number.**
3. Enter the **Cost Center Code** or **School Name** in the **School Taking Trip.**
4. Click on the **Save & Continue** button to proceed to **Transportation.**

## C. Transportation

1. Select at least one mode of transportation for the trip.



The screenshot shows the 'Mode of Transportation' section of the LAUSD Field Trip System. The page title is 'LAUSD Field Trip System' and the user is logged in as 'admin01'. The page number is 'Reference Number: 25-1373'.

**Mode of Transportation**  
 \* Select all that apply. At least one must be selected. If an LAUSD bus is selected, then you cannot select an additional mode of transportation.

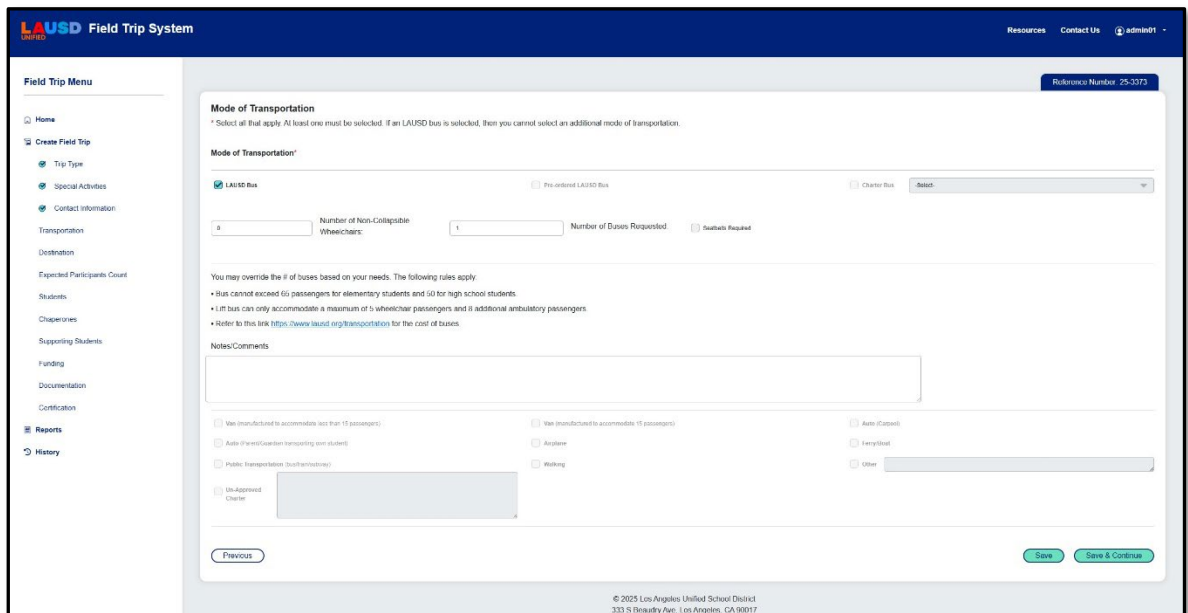
**Mode of Transportation\***

LAUSD Bus  
 Pre-ordered LAUSD Bus  
 Charter Bus   
 Van (manufactured to accommodate less than 10 passengers)  
 Van (manufactured to accommodate 10 passengers)  
 Auto (Carpool)  
 Auto (Parent/Guardian transporting own student)  
 Airplane  
 Public Transportation (bus/tram/subway)  
 Walking  
 Un-Approved Charter

Buttons: Previous, Save, Save & Continue

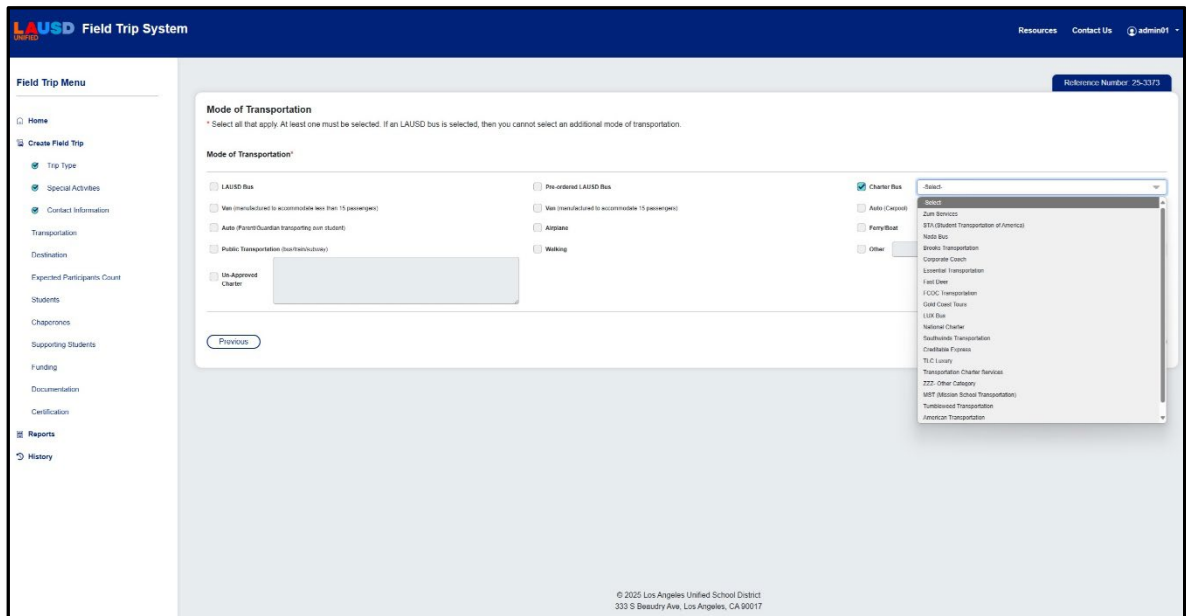
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 333 S Broadway Ave, Los Angeles, CA 90017

- a. If an **LAUSD bus** is selected, you cannot select an additional mode of transportation. Optionally, please fill out the following information: the **Number of Non-Collapsible Wheelchairs**, the **Number of Buses Requested**, the number of **Seatbelts Required**, and **Notes/Comments**.



The screenshot shows the 'Mode of Transportation' section of the LAUSD Field Trip System. The form includes a 'Mode of Transportation\*' dropdown menu with 'LAUSD Bus' selected. Below this, there are input fields for 'Number of Non-Collapsible Wheelchairs' (set to 0) and 'Number of Buses Requested' (set to 1). A 'Seatbelts Required' field is also present. The form contains several checkboxes for vehicle specifications and accessibility, such as 'We (manufacture) accommodate less than 15 passengers', 'Aisle (Parent/Guardian transporting non-student)', 'Public transportation (no/for/ambulatory)', 'We (manufacture) accommodate 15 passengers', 'Aisles', 'Walking', 'Aisle (Carpool)', 'Ferryboat', and 'Other'. A 'Notes/Comments' text area is provided for additional information. The form concludes with 'Previous', 'Save', and 'Save & Continue' buttons. A reference number '25-3373' is displayed in the top right corner of the form area.

- b. If you select **Charter Bus**, you can choose from a list of pre-approved charter bus companies. If your charter bus company is not on the list, select 'Other' and fill in the company name in the text section. You must make your own arrangements if you choose the 'Charter Bus' option. The system will not place an order for you.

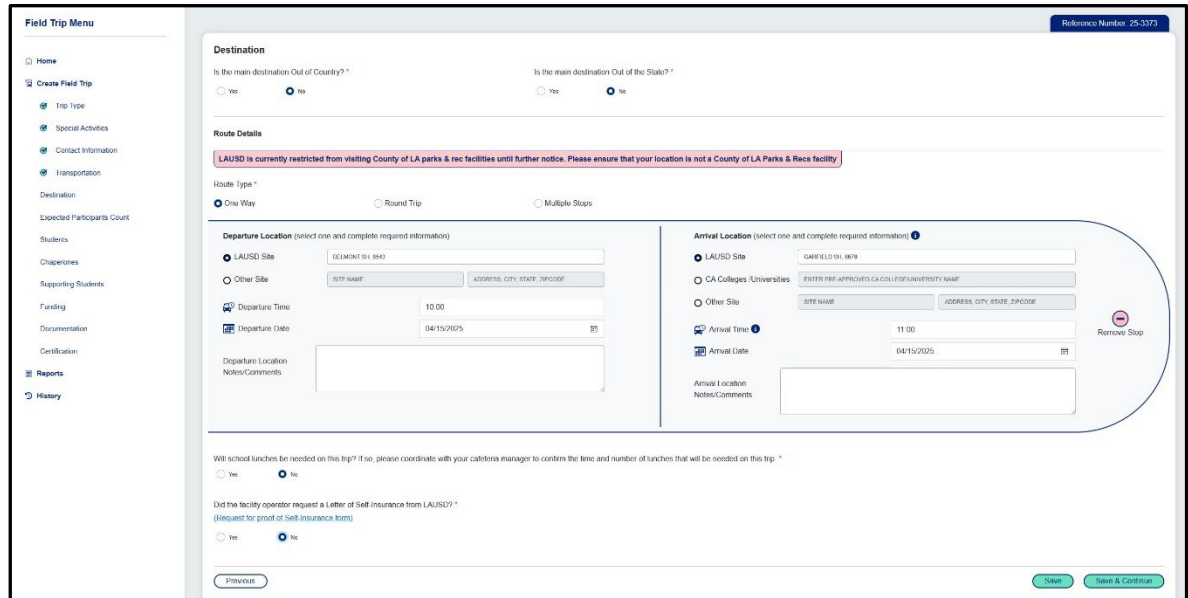


2. Click on the **Save & Continue** button to proceed to **Destination**.

### **Important notes:**

*If you choose "Charter Bus" or any other mode of transportation other than "LAUSD Bus," you will have to make your own arrangements. The system will not place an order for a charter bus company, van, plane, etc.*

## D. Destination



1. Select **Yes** or **No** in **Is the main destination Out of Country?**
2. Select **Yes** or **No** in **Is the main destination Out of the State?**
3. Select **One Way**, **Round Trip** or **Multiple Stops** for the **Route Type**.
4. Under **Departure Location**,
  - a. If **LAUSD Site** is selected, enter the school's name or the location code.
  - b. If **Other Site** is selected, enter the site name and address (e.g., 333 S Beaudry Ave., Los Angeles, CA 90017).
5. Using your keyboard, enter the **Estimated Departure Time** (e.g., HH:MM) or click on the show time picker to select. Time is in 24-hour clock format.
6. Using your keyboard, enter the **Departure Date** (e.g., MM/DD/YYYY) or click on the show date picker to select.
7. Optionally, enter **Departure Location Notes/Comments** in the textbox.
8. Under **Arrival Location**,
  - a. If **LAUSD Site** is selected, enter the school's name or the location code.

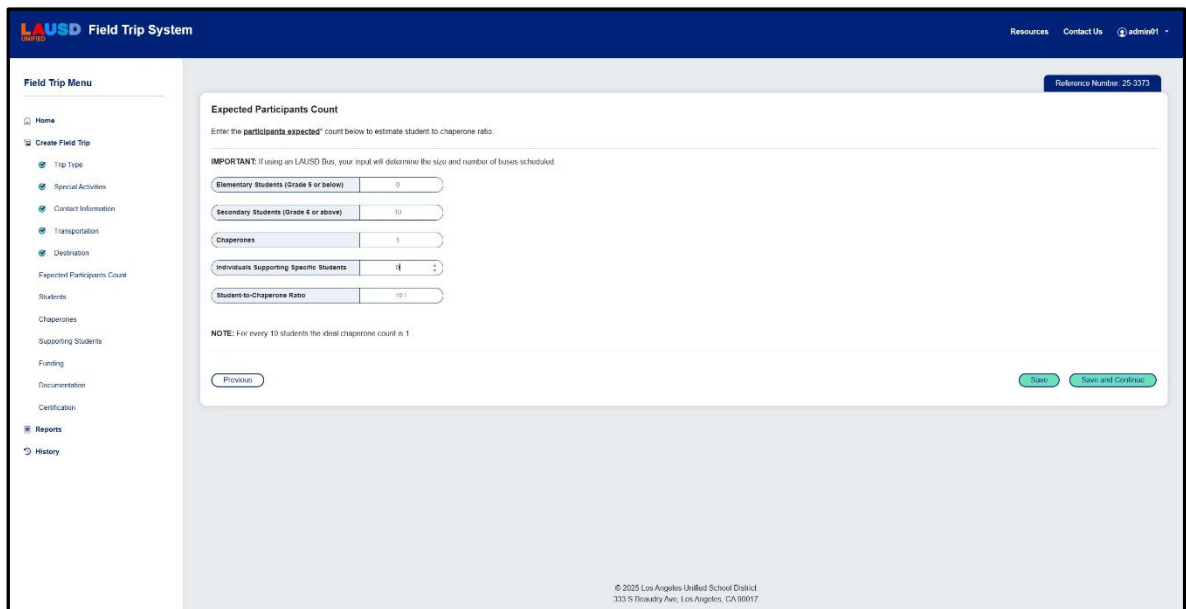
# How to Request a Non-Athletic Field Trip

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- b. If **CA Colleges/Universities**, enter the pre-approved CA college or university name.
  - c. If **Other Site** is selected, enter the site name and address (e.g., 333 S Beaudry Ave., Los Angeles, CA 90017).
9. Using your keyboard, enter the **Estimated Arrival Time** (e.g., HH:MM) or click on the show time picker to select. Time is in 24-hour clock format.
10. Using your keyboard, enter the **Arrival Date** (e.g., MM/DD/YYYY) or click on the show date picker to select.
11. Optionally, enter **Arrival Location Notes/Comments** in the textbox.
12. Select **Yes** or **No** in **Will school lunches be needed on this trip? If so, please coordinate with your cafeteria manager to confirm the time and number of lunches that will be needed on this trip?**
13. Select **Yes** or **No** in **Did the facility operator request a Letter of Self-Insurance from LAUSD?**
14. Click on the **Save & Continue** button to proceed to **Expected Participants Count**.

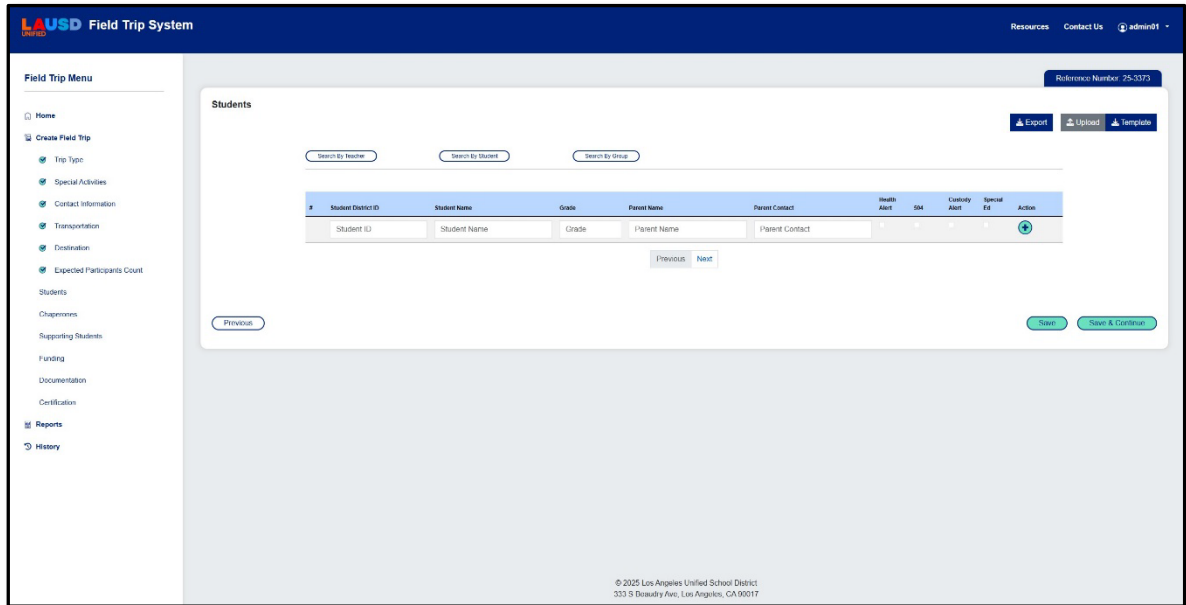
## E. Expected Participants Count

1. Enter the participant counts for the following:
  - a. **Elementary Students (Grade 5 or below)**
  - b. **Secondary Students (Grade 6 or above)**
  - c. **Chaperones**
  - d. **Individuals Supporting Specific Students**
  - e. **Student-to-Chaperone Ratio**
2. Click on the **Save & Continue** button to proceed to **Students**.



The screenshot shows the 'Expected Participants Count' form in the LAUSD Field Trip System. The form includes a sidebar menu on the left with options like Home, Create Field Trip, Trip Type, Special Activities, Contact Information, Transportation, Destination, Expected Participants Count (selected), Students, Chaperones, Supporting Students, Funding, Documentation, Certification, Reports, and History. The main content area has a title 'Expected Participants Count' and a reference number '25-3373'. Below the title is an instruction: 'Enter the participants expected count below to estimate student to chaperone ratio.' An important note states: 'IMPORTANT: If using an LAUSD Bus, your input will determine the size and number of buses scheduled.' The form contains five input fields: 'Elementary Students (Grade 5 or below)' with a value of 0, 'Secondary Students (Grade 6 or above)' with a value of 10, 'Chaperones' with a value of 3, 'Individuals Supporting Specific Students' with a value of 4, and 'Student-to-Chaperone Ratio' with a value of 10:1. A note at the bottom of the form states: 'NOTE: For every 10 students the ideal chaperone count is 1.' At the bottom of the form are two buttons: 'Previous' and 'Save and Continue'.

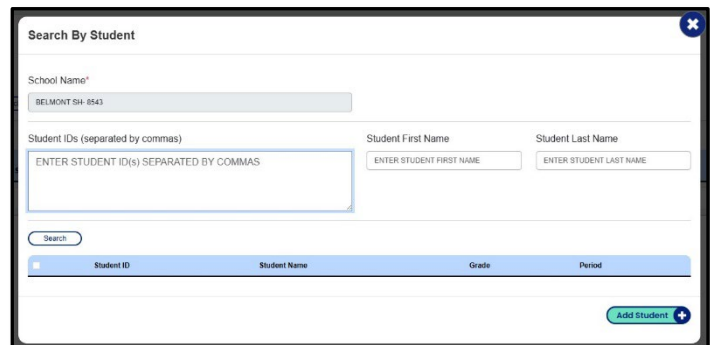
## F. Students



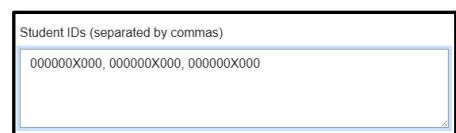
Search and add students for the trip using:

1. **Search By Student** - Allows users to search by using student information.

- a. Click the **Search By Student** button.
- b. Optionally, enter **LAUSD Student ID, Student First Name, or Student Last Name** to

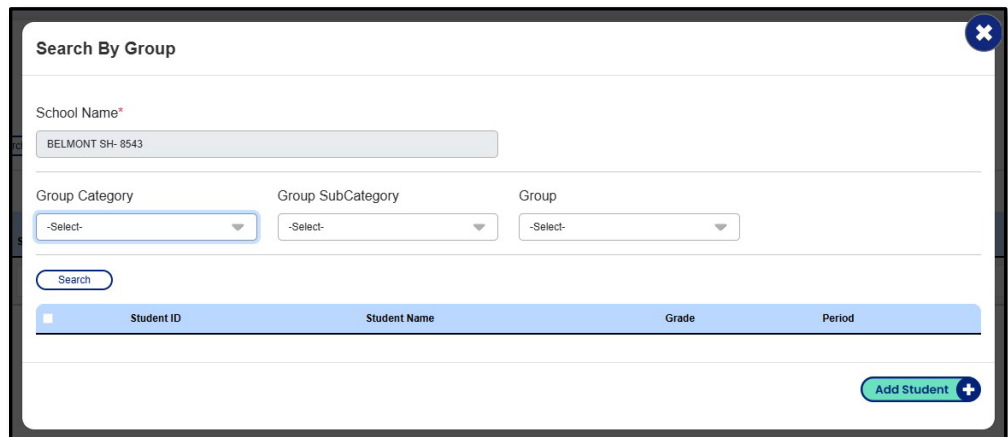


search using the provided criteria. (TIP: An effective method to search for students at once is by entering student IDs, separated by commas.)



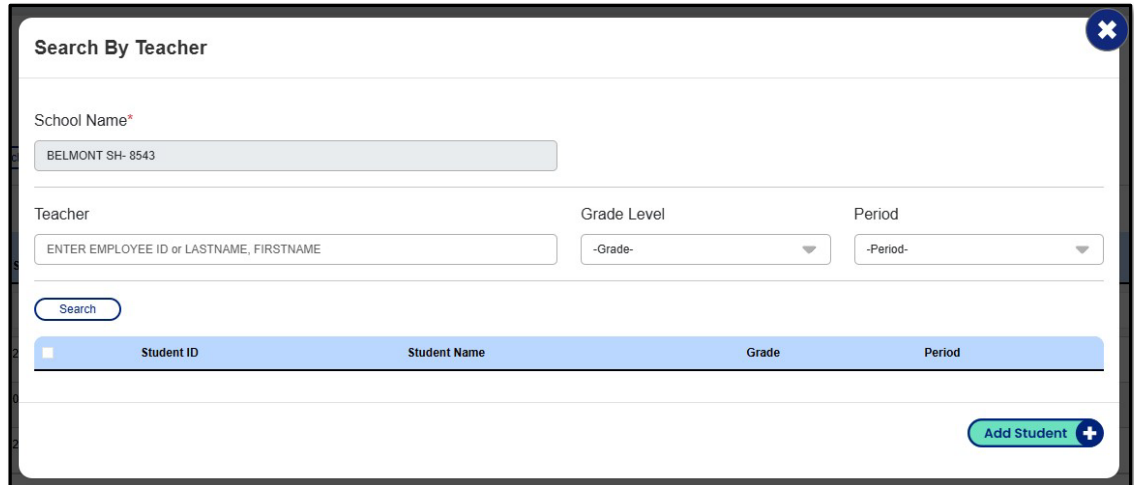
# How to Request a Non-Athletic Field Trip

- c. Click the **Search** button.
  - d. Select students by checking the corresponding checkbox.
  - e. Click the **Add Student** button to add the selected student to the roster.
2. **Search by Group** - to search by using the group category and subcategory that is preconfigured in My Integrated Student Information System (MiSiS).
  - a. Click the **Search By Group** button.
  - b. Select from the dropdown menu in **Group Category, Group Sub-Category, or Group**.
  - c. Click the **Search** button.
  - d. Select students by checking the corresponding checkbox.
  - e. Click the **Add Student** button to add the selected student to the roster.



The screenshot shows a web interface titled "Search By Group". It features a "School Name\*" field with the value "BELMONT SH- 8543". Below this are three dropdown menus for "Group Category", "Group SubCategory", and "Group", all currently set to "-Select-". A "Search" button is located below the dropdowns. At the bottom of the interface is a table with columns for "Student ID", "Student Name", "Grade", and "Period". Below the table is an "Add Student" button with a plus sign icon.

3. **Search by Teacher** – to search by using the teacher associated with the students based on selected values that are preconfigured in MiSiS.
  - a. Click the **Search By Teacher** button.
  - b. Select from the dropdown menu in **Teacher, Grade Level, or Period.**
  - c. Click the **Search** button.
  - d. Select students by checking the corresponding checkbox.
  - e. Click the **Add Student** button to add the selected student to the roster.




4. Add student information to the roster manually in cases where an additional student should be updated individually or cases when the upload or search does not populate the student information.
  - a. Enter the following information for the **Student ID, Student Name, Parent Name, and Parent Contact.**
  - b. Click the **Add Student** button.



#	Student District ID	Student Name	Grade	Parent Name	Parent Contact	Health Alert	504	Custody Alert	Special Ed	Action
	<input type="text" value="Enter Student ID"/>	<input type="text" value="Enter Student Name"/>	<input type="text" value="Enter Grade"/>	<input type="text" value="Enter Parent Name"/>	<input type="text" value="Enter Parent Contact"/>					

# How to Request a Non-Athletic Field Trip

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5. Alternatively, **ONLY** the requestor can click the **Upload**  button to upload an Excel file with a list of Student IDs in column A in the format Student IDs.
6. Click on the **Save & Continue** button to proceed to **Chaperones**.




***Important notes:***

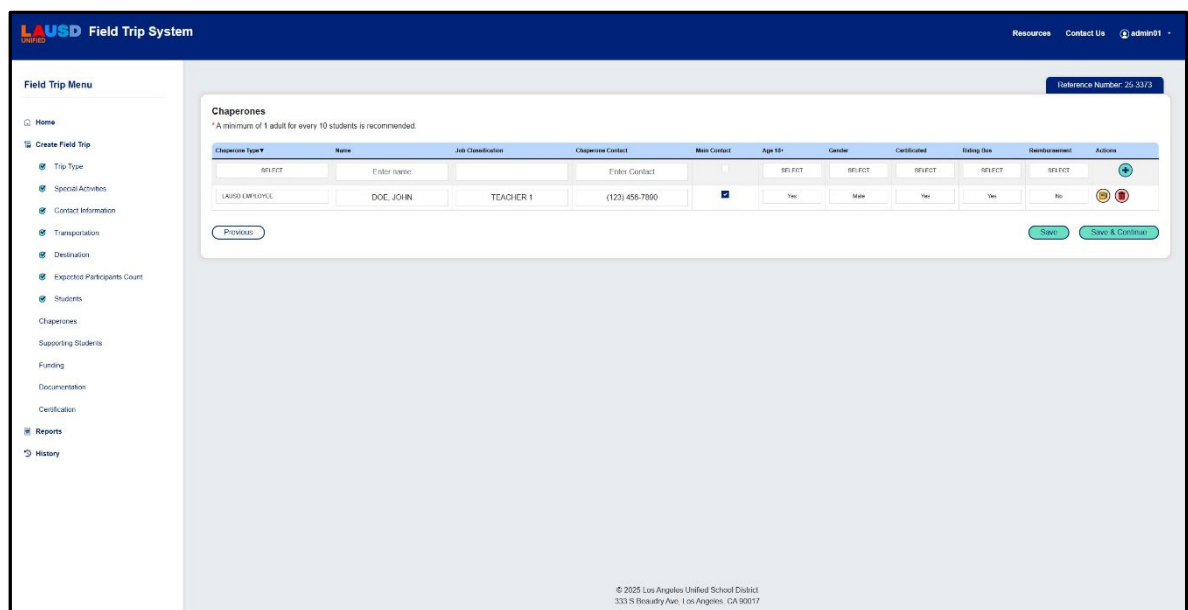
*Following our established guidelines, 450 students are allowed on each field trip. Should your group exceed this limit, please submit a request for additional trips.*

## G. Chaperones

### **Important notes:**

*The Requestor is automatically the main contact for the field trip and therefore is pre-populated as the default Chaperone.*




1. To change, select the **Chaperone Type** from the dropdown menu. The options are **LAUSD Employee, Parent, Grandparent, Camp staff, Volunteer (Coach), or Volunteer (Other)**.
2. Enter the following information: **Name, Job Classification, and Chaperone Contact**.
3. Check or uncheck for **Main Contact**.
4. Select from the dropdown menu for **Age 18 or older (Y/N), Gender (M/F/O), Certificated (Y/N), Riding Bus (Y/N), and Reimbursement Request**.
5. Click the **Plus**  button to add. Optionally, click on the **Edit**  button to edit or the **Trash**  button to delete the previously entered chaperone.
6. Click on the **Save & Continue** button to proceed to **Supporting Students**.

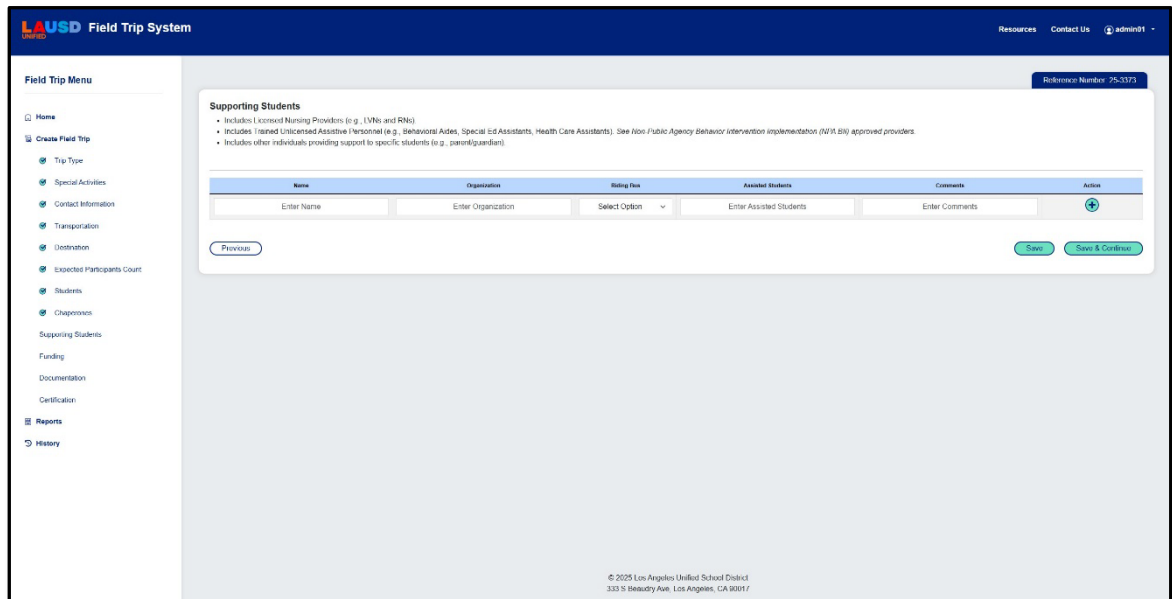


The screenshot shows the 'Chaperones' section of the LAUSD Field Trip System. It includes a table with columns for Chaperone Type, Name, Job Classification, Chaperone Contact, Main Contact, Age 18+, Gender, Certificated, Riding Bus, Reimbursement, and Actions. A sample entry for 'LAUSD EMPLOYEE' with name 'DOE, JOHN' and job 'TEACHER 1' is shown. The 'Main Contact' checkbox is checked. The 'Age 18+' is 'Yes', 'Gender' is 'Male', 'Certificated' is 'Yes', 'Riding Bus' is 'Yes', and 'Reimbursement' is 'No'. There are 'Previous', 'Save', and 'Save & Continue' buttons at the bottom of the form.

Chaperone Type	Name	Job Classification	Chaperone Contact	Main Contact	Age 18+	Gender	Certificated	Riding Bus	Reimbursement	Actions
SELECT	Enter name		Enter Contact		SELECT	SELECT	SELECT	SELECT	SELECT	
LAUSD EMPLOYEE	DOE, JOHN	TEACHER 1	(123) 456-7890	<input checked="" type="checkbox"/>	Yes	Male	Yes	Yes	No	


## H. Supporting Students

1. Enter the following information for **Name** and **Organization**.
2. Select **Riding Bus** option from the dropdown menu.
3. Enter the following information for **Assisted Students** and **Comments**.
4. Click the **Plus**  button to add. Optionally, click on the **Edit**  button to edit or the **Trash**  button to delete the previously entered supporting students' information.
5. Click on the **Save & Continue** button to proceed to **Funding**.



**Supporting Students**

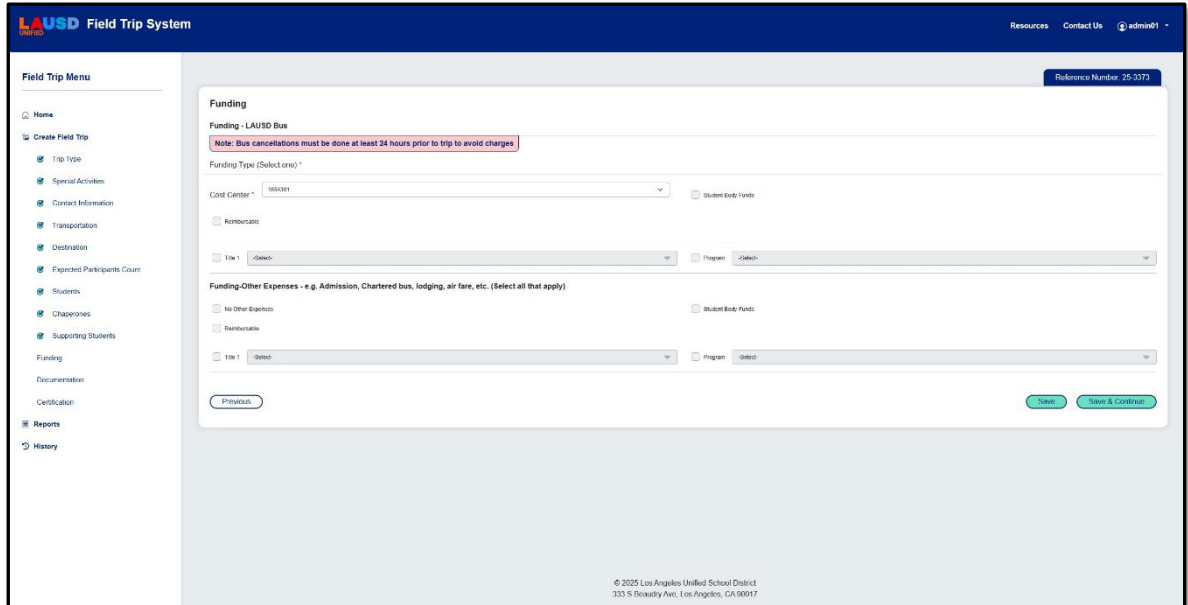
- Includes Licensed Nursing Providers (e.g., LVNs and RNs)
- Includes Trained Unlicensed Assistive Personnel (e.g., Behavioral Aides, Special Ed Assistants, Health Care Assistants). See Non-Public Agency Behavior Intervention Implementation (2019-20) approved providers
- Includes other individuals providing support to specific students (e.g., parent/guardian)

Name	Organization	Riding Bus	Assisted Students	Comments	Action
Enter Name	Enter Organization	Select Option	Enter Assisted Students	Enter Comments	

[Previous](#) [Save](#) [Save & Continue](#)

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## I. Funding




### LAUSD Bus

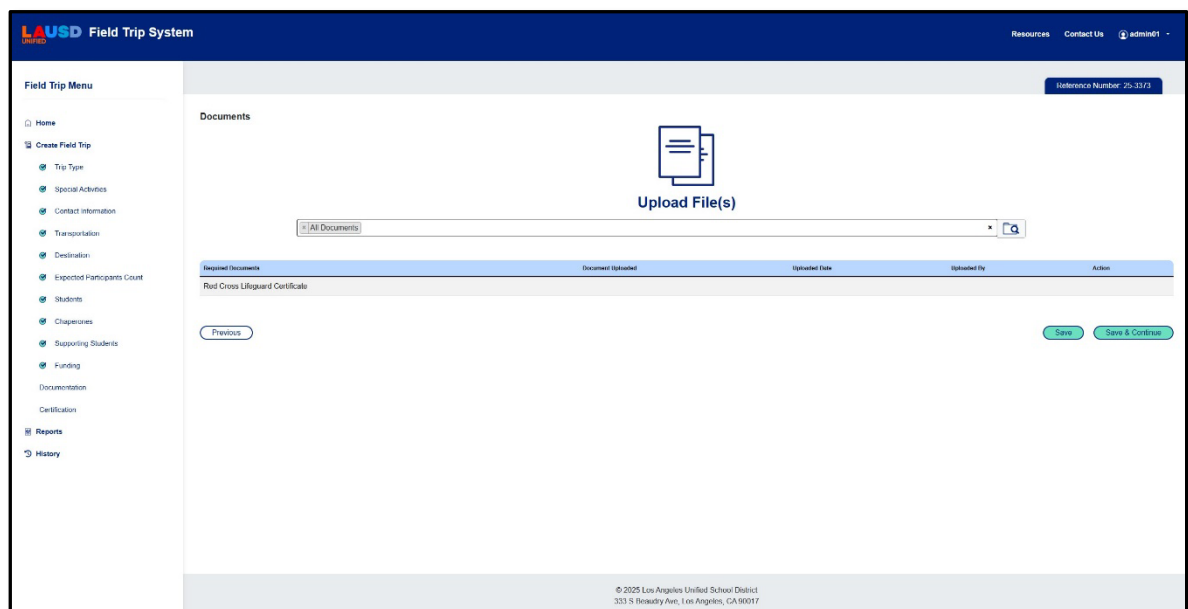
1. The **Cost Center** is pre-populated from the cost center code entered in **Contact > School Taking Trip > Cost Center**.
2. To change the cost center code, select **Other** from the dropdown menu and enter the new cost center code in the textbox.
3. Check all that apply funding sources **from Student Body Funds, Reimbursable, Title 1, and Program**.
4. If **Reimbursable** is selected, enter the sponsor's name and address.
5. Select the option from the dropdown menu if **Title 1** or **Program** is checked.

## Funding – Other expenses

1. Check all that apply funding sources from **No Other Expenses, Student Body Funds, Reimbursable, Title 1, and Program**. If **No Other Expenses** is selected, the other checkboxes are disabled.
2. If **Reimbursable** is selected, enter the sponsor's name and address.
3. Select the option from the dropdown menu if **Title 1** or **Program** is checked.
4. Click on the **Save & Continue** button to proceed to **Documentation**.

## J. Documentation

1. Click on the textbox to select the required document/s for the field trip approval process.
2. Select **All Documents** to upload the combined single-file documents. Optionally, click the **X** button to remove an item or all items from uploading.
3. Click the **Browse**  button to search for files stored on the device.
4. Click **Open** to select the file or **Cancel** to cancel the selection to upload.
5. Click **View** to preview the uploaded document.
6. Click **Close** to close the preview screen.
7. Click on the **Save & Continue** button to proceed to **Certification**.



## K. Certification

1. Check the following checkboxes for statements required for trip submission and field trip approval.
  - a. All parent/guardian permission slips will be obtained prior to the trip and kept on file at the school for 7 years.
  - b. All Field Trip Personal Health History forms will be obtained prior to the trip and given to the school nurse for review. All forms will then be given to the district field trip organizer to take on the trip. Upon return from the field trip, the Personal Health History forms are to be stored and kept for a period of 7-years with the corresponding Permission Trip Slips.
  - c. Currently, the Student-to-Chaperone ratio is 10:1. All participants rosters will be updated as soon as I am aware of any changes/additions
  - d. All non-LAUSD employee chaperones will satisfy the volunteer requirements in BUL-6746.2, Establishing and Administering School/Office Volunteer Programs
  - e. I understand that by using CAP funds I am abiding by ELOP rules and following the CAP IOC guidelines. (For Cultural Arts Passport trip or if Funding > Program > 11703 Cultural Arts Passport is selected.)
2. Optionally, enter the **Comments** for other information required for approval.
3. Click the **CLICK HERE** to open the **Summary** window and review trip details before submission.
4. Click on the **Finish** to save the trip details without submission.
5. Click on the **Submit** to submit the trip for approval.