

How to Edit, Modify, or Clone a Field Trip Request

General Information

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

Editing a Field Trip Request

Requestors can only edit a field trip request if it has not been certified previously.

Approvers cannot edit a submitted trip request. Once a trip request is submitted, the requestor is limited to editing only the following screens:

- a. Expected Participant Count
- b. Students
- c. Chaperones
- d. Participants supporting students.
- e. Documentation
- f. Certification – The user should recertify after any edit

How to Edit, Modify, or Clone a Field Trip Request

1. To edit a field trip, find the reference number and click on the **Edit**  icon adjacent to a trip request that is in **"Draft" or "Submitted"** status.

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
25-1387	District Organized	GARFIELD SH, BELMONT SH	BREED ST EL	3/27/2025	3/27/2025		Draft	  
25-2922	Field Trip	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Modification Submitted	
25-3385	Field Trip	ITS-APPS/INT APPS/DEV	East LA College, ELAC, East Los Angeles College	3/27/2025	3/27/2025		Draft	  
25-3074	Field Trip	BELMONT SH	East LA College, ELAC, East Los Angeles College	3/27/2025	3/27/2025		Draft	  
25-2901	District Organized	GARFIELD SH, BELMONT SH	test	3/27/2025	3/27/2025		Submitted	  
25-2508	District Organized	GARFIELD SH, BELMONT SH	BREED ST EL	3/27/2025	3/27/2025		Modification Submitted	
25-2885	District Organized	GARFIELD SH, BELMONT SH	HAMILTON SH	3/27/2025	3/27/2025		Pending Approval	
25-2938	8TB Outdoor Ed	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Pending Approval	

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2. Update the required information prior to submitting the edited field trip request.
3. The requestor **MUST Submit** the edited trip for approval.

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Modifying a Field Trip Request

Only the requestors can modify an approved field trip request under the following conditions:

- a.) If the Principal is among the approvers, approved by at least one approver other than Principal and status is **"Pending Approval"**.
- b.) If the Principal is not an approver, approved by one approver and status is **"Pending Approval"**.

Please note that approvers cannot modify a trip. To request a modification, use the **"Need more information"** option or include **"Comments"** in the certification window.

1. To begin modifying a field trip, find and click on the reference number.

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
25-3187	District Organized	GARFIELD SH, BELMONT SH	BREED ST EL	3/27/2025	3/27/2025		Draft	
25-2332	Field Trip	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Modification Submitted	
25-3385	Field Trip	ITS-APP/ST-APP/DEV	East LA College, ELAC, East Los Angeles College	3/27/2025	3/27/2025		Draft	
25-3074	Field Trip	BELMONT SH	East LA College, ELAC, East Los Angeles College	3/27/2025	3/27/2025		Draft	
25-2961	District Organized	GARFIELD SH, BELMONT SH	test	3/27/2025	3/27/2025		Submitted	
25-2908	District Organized	GARFIELD SH, BELMONT SH	BREED ST EL	3/27/2025	3/27/2025		Modification Submitted	
25-2885	District Organized	GARFIELD SH, BELMONT SH	HAMILTON SH	3/27/2025	3/27/2025		Pending Approval	
25-2338	BTE Outdoor Ed	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Pending Approval	

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

Departure Date From: Departure Date To: Search by Keyword:

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2. Click on the **Modify Trip**  button to edit the field trip.

The trip creation workflow will only allow edits to the fields listed below.

Requestors can update field trip information up to 7 days before the Departure Date.

- a. Transportation – Mode of transportation
- b. Transportation – LAUSD bus – No of buses
- c. Transportation – LAUSD bus – No of wheelchairs
- d. Destination – Departure Date / Arrival Date
- e. Destination – Departure Time / Arrival Time
- f. Destination – Departure / Arrival Notes/Comments
- g. One-way, round trip and multiple stop trips
- h. Stopover waypoints for multiple stop trips. (cannot edit main destination)
- i. Students
- j. Chaperones
- k. Participants supporting students
- l. Documentation
- m. Funding – Funding for other expenses > Funding Type
- n. Funding – Funding for LAUSD bus > Funding Type

Important Notes:

To update the dates for a League or Non-League trip, do not modify the existing approved record. Instead, create a new record reflecting the updated date. If needed, you can delete the old record before adding the new one.

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- Update the field trip information and select **CLICK HERE** on the **Certification** screen. All tabs with modified values will show **“(Modified)”** in the header, and the changes made will be highlighted in yellow.

IMPORTANT

Please **CLICK HERE** to review trip details before submitting. Once you submit your request, you can only update participant rosters and documents. All other changes will require cancelling the existing request and submitting a new request.

[Previous](#)
[Submit](#)
[Finish](#)



Summary

Los Angeles Unified School District

Request for Approval of School Organized Trip for Students

Reference No: 25-3607

School Name
BELMONT SH

Expand/Collapse All tabs

Basic Information ▼

Contact Information ▼

Trip Information ▼

Destination **(Modified)** ▼

No Out of Country	No Out of State	OneWay Route Type
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Departure

Location BREED ST EL	Departure Date 8/8/2025	Departure Time 11:00:00	Departure Notes: No departure notes
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Arrival

Location BRENTWOOD EL SCI MAG	Arrival Date 8/15/2025	Arrival Time 13:15:00	Arrival Notes: No arrival notes
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Yes Overnight/over 75 miles	0 Instructional Days	No School Lunches Required	No Letter of self-insurance from LAUSD received
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Transportation **(Modified)** ▼

- The modified field trip **MUST be resubmitted** for approval. The overall status of the trip request will change to **“Modification submitted”** until it is approved or denied by the applicable certifiers.

How to Edit, Modify, or Clone a Field Trip Request

Cloning a Field Trip Request

Cloning creates a new request based on the original, copying all information and generating a new reference number.

1. To clone a field trip, find the reference number and click on the **Clone** icon adjacent to an existing trip request.



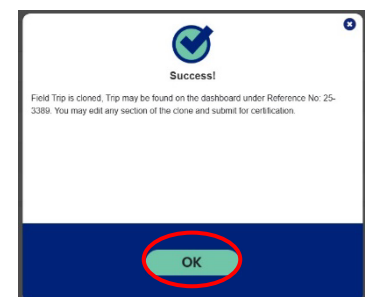
Active Trip Requests

School Year: Trip Type: Status: Departure Date From: Departure Date To: Search by Keyword: Q

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action
25-3387	District Organized	GARFIELD SH BELMONT SH	BREED ST EL	3/27/2025	3/27/2025		Draft	  
25-3388	District Organized	GARFIELD SH BELMONT SH	BREED ST EL	3/27/2025	3/27/2025		Draft	  
25-3389	Field Trip	ITS-APPS-ENT APPSDEV	East LA College, ELAC, East Los Angeles College	3/27/2025	3/27/2025		Draft	  
25-3381	Athletic	BELMONT SH	GARFIELD SH	4/14/2025	4/14/2025		Draft	  
25-3378	Athletic	BELMONT SH	LIGHT STREET SPEED SOL	4/3/2025	4/3/2025		Submitted	  
25-3373	Field Trip	BELMONT SH	GARFIELD SH	4/15/2025	4/15/2025		Submitted	  
25-3371	Field Trip	BELMONT SH					Draft	  
25-3370	Field Trip	BELMONT SH	LIGHT STREET SPEED SOL	4/8/2025	4/8/2025		Draft	  

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2. A notification window confirms that the field trip has been successfully cloned. A new reference number is assigned to the cloned field trip. Click the **OK** button to close and return to the dashboard.



3. From the dashboard, find the new reference number. Click on the **Edit** icon.
4. Update the field trip information and **MUST Submit** the cloned field trip for approval.

