



Guide for Field Trip Dashboard

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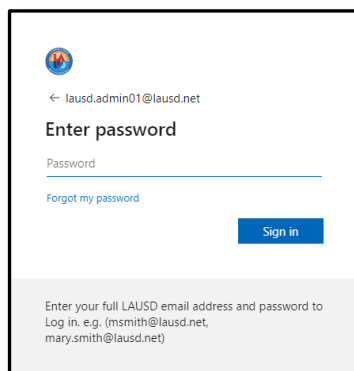
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General Information

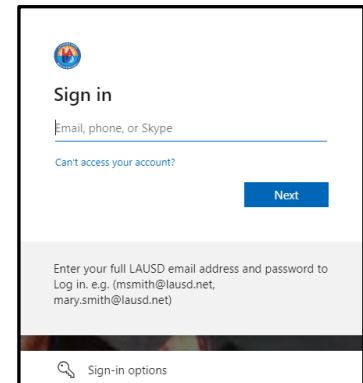
Where do I request a field trip?

You request field trips through the Field Trip system. Visit the following link to access the Field Trip website: <https://fieldtrip.lausd.net>.

1. Sign in with your LAUSD Single Sign-On (SSO). Enter your full LAUSD email address e.g. (msmith@lausd.net, mary.smith@lausd.net)



2. Enter your LAUSD Single Sign-On (SSO) password.

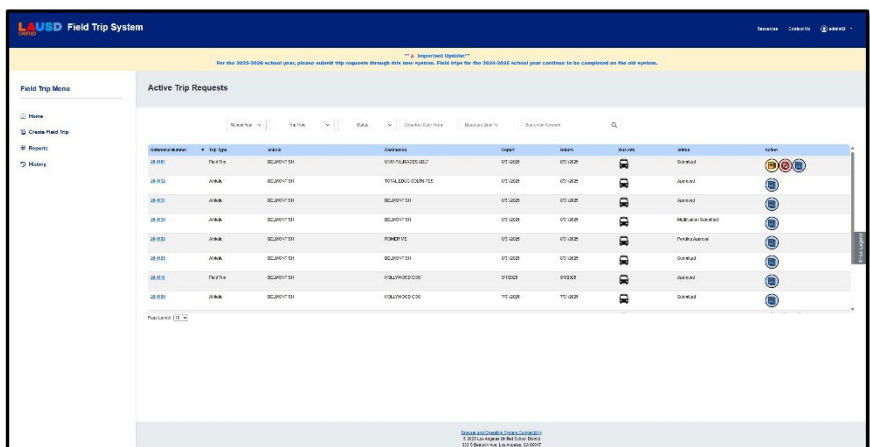


3. Once you sign in using your SSO, you will see the dashboard for Field Trip.

** Contact the IT

[HelpDesk](#) for assistance with technical issues (e.g., problems logging in or accessing the District's network) or to report a technical problem with Field Trip. We have different ways to request technical support:

- [Submit a Support Request Online](#)
- [Chat Live with an Agent](#)



ID	Type	Status	Location	Dates	Actions
18101	Field Trip	SCIENTIST	VIA-TOURISM-DEPT	07/08/2018 - 07/08/2018	Approved
18102	Field Trip	SCIENTIST	TOTAL EDUCATION	07/08/2018 - 07/08/2018	Approved
18103	Field Trip	SCIENTIST	SCIENCE	07/08/2018 - 07/08/2018	Approved
18104	Field Trip	SCIENTIST	PARKS	07/08/2018 - 07/08/2018	Approved
18105	Field Trip	SCIENTIST	HOLLYWOOD	07/08/2018 - 07/08/2018	Approved
18106	Field Trip	SCIENTIST	HOLLYWOOD	07/08/2018 - 07/08/2018	Approved

System Requirements and Compatibility

Field Trip is best viewed using the following operating systems, browsers, and screen resolutions:

Compatible Operating Systems:

- Windows 7, 8, 8.1, and 10
- Mac OSX 10 and later
- Android 5.0 and later
- iOS 10 and later

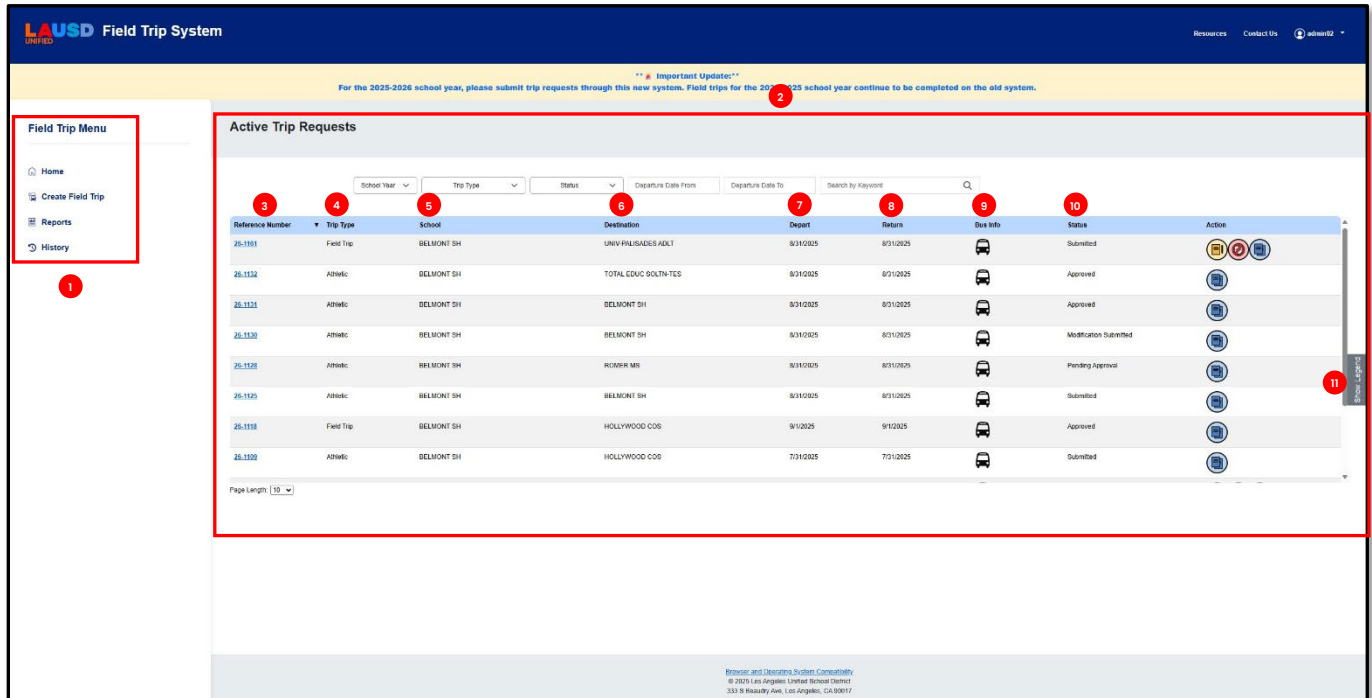
Minimum Browser Version Requirements:

- Chrome 60 or later
- Edge 11 or later
- Firefox 55 or later
- Safari 10 or later

Minimum Screen Resolution:

- 765 pixels by 1000 pixels or higher

Navigating the Field Trip Dashboard



The screenshot shows the LAUSD Field Trip System dashboard. On the left is a 'Field Trip Menu' with links for Home, Create Field Trip, Reports, and History. The main area is titled 'Active Trip Requests' and contains a table of requests. The table has columns for Reference Number, Trip Type, School, Destination, Depart, Return, Bus Info, Status, and Action. A status legend is located on the right side of the table.

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action
25-1101	Field Trip	BELMONT SH	UNIV PALISADES ADLT	8/31/2025	8/31/2025		Submitted	
25-1124	Athletic	BELMONT SH	TOTAL EDUC SOLTN-TES	8/31/2025	8/31/2025		Approved	
25-1121	Athletic	BELMONT SH	BELMONT SH	8/31/2025	8/31/2025		Approved	
25-1120	Athletic	BELMONT SH	BELMONT SH	8/31/2025	8/31/2025		Modification Submitted	
25-1128	Athletic	BELMONT SH	ROCKAW MS	8/31/2025	8/31/2025		Pending Approval	
25-1125	Athletic	BELMONT SH	BELMONT SH	8/31/2025	8/31/2025		Submitted	
25-1118	Field Trip	BELMONT SH	HOLLYWOOD COG	9/1/2025	9/1/2025		Approved	
25-1102	Athletic	BELMONT SH	HOLLYWOOD COG	7/31/2025	7/31/2025		Submitted	

- 1** Trip Navigation Menu
 - a. Home – Redirects users to the home page.
 - b. Create Field Trip – Allows users to create a new field trip request.
 - c. Reports– Allows users to generate necessary reports.
 - d. History – Allows users to access older trip request details.
- 2** User Dashboard
- 3** Reference number – Displays the trip reference number
- 4** Trip Type – Displays the trip type (Athletic/Fieldtrip/BTB Outdoor Ed etc.)
- 5** School – Display the School name
- 6** Destination – Destination school or address
- 7** Depart – Displays the departure date
- 8** Return – Displays the return date (if applicable)
- 9** Bus Information – Display transport information
- 10** Status – Displays the trip request status (Draft/Submitted/Pending Approval/Approved/Denied/Cancelled)
- 11** Status Legend – Toggle the trip's status legend

Active Trip Requests

This section shows trip requests that are currently active or scheduled for the future. The requests will be displayed in ascending order by Departure Date. At the top, there will be filters for **"School Year," "Trip Type," "Status," "Departure Date From,"** and **"Departure Date To"** and help narrow down the trips.

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
25-3558	District Organized	GARFIELD SH,BELMONT SH	University of California-Los Angeles, UCLA	3/26/2025	3/26/2025		Modification Submitted	
25-2832	Field Trip	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Modification Submitted	
25-2328	RTS 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	
25-2901	District Organized	GARFIELD SH,BELMONT SH	test	3/27/2025	3/27/2025		Submitted	

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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:

All the fields can be sorted by clicking them, except **Bus Information**.

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action
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Guide for Field Trip Dashboard

Clicking on the **Reference Number** will allow the user to view the approval status of the trip request.

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Information	Status	Action						
25-905	Field Trip	BELMONT SH	TORRES HS CAMPUS	11/29/2024	11/29/2024		Pending Approval							
Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Student Integration	Title 1	Region	Dept. Supt.Instruction	Trans-Acctg	Trans Dispatch	Modification
	✓	✓	✓	N/A	N/A	—	—	N/A	N/A	—	N/A	—	—	N/A
<div>✓ Approve / Reject</div>														

Approval is required
and

Approval is required
and pending

Approval is not
required for this field

Active Trip Requests

-School Year-

-Trip Type-

-Date From-

-Date To-

Search by Keyword

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Information	Status	Action
25-940	Field Trip	BELMONT SH	GRANT EL	12/13/2024	12/13/2024		Pending Approval	
25-937	Field Trip	BELMONT SH	BELMONT SH	12/02/2024	12/02/2024		Pending Approval	
25-905	Field Trip	BELMONT SH	TORRES HS CAMPUS	11/29/2024	11/29/2024		Denied	

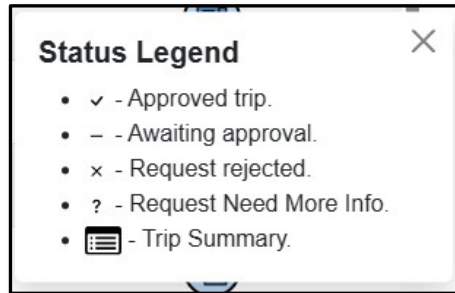
Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Student Integration	Title 1	Region	Dept. Supt.Instruction	Trans-Acctg	Trans Dispatch	Modification
	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	?	×	N/A

Approve / Reject

Approval is required
and need more

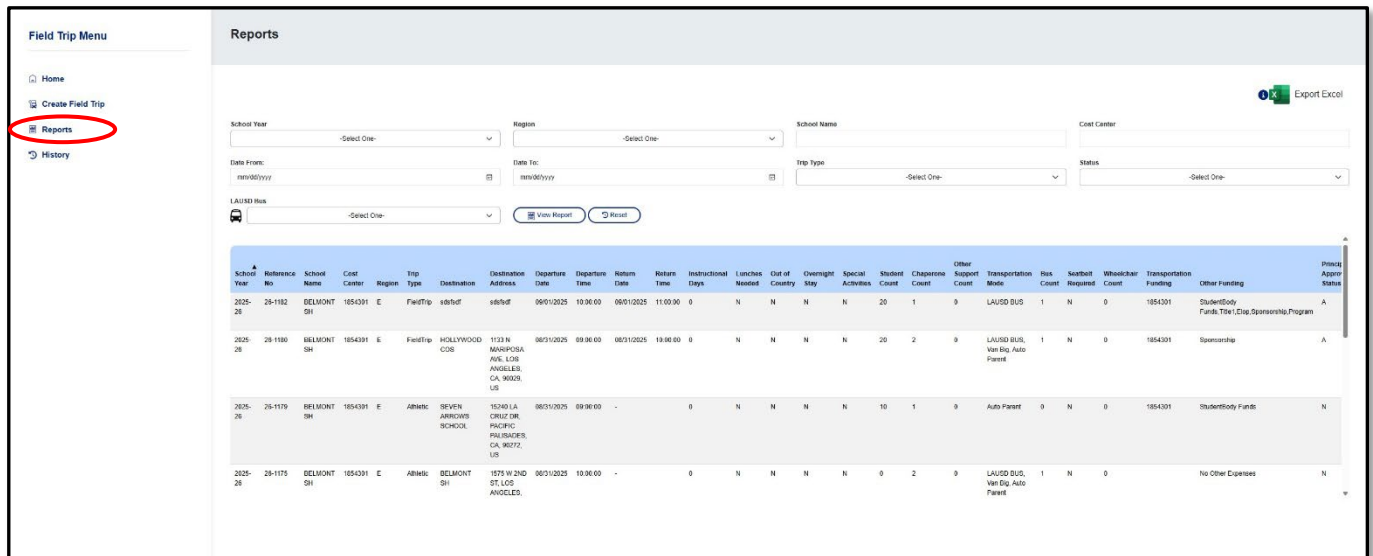
Approval is required
and denied by the

Click on the **Show Legend** to see the status legend.



Reports

Users can access the Reports screen by clicking the **Reports** tab in the left-hand menu.



Field Trip Menu

- Home
- Create Field Trip
- Reports**
- History

Reports


Export Excel

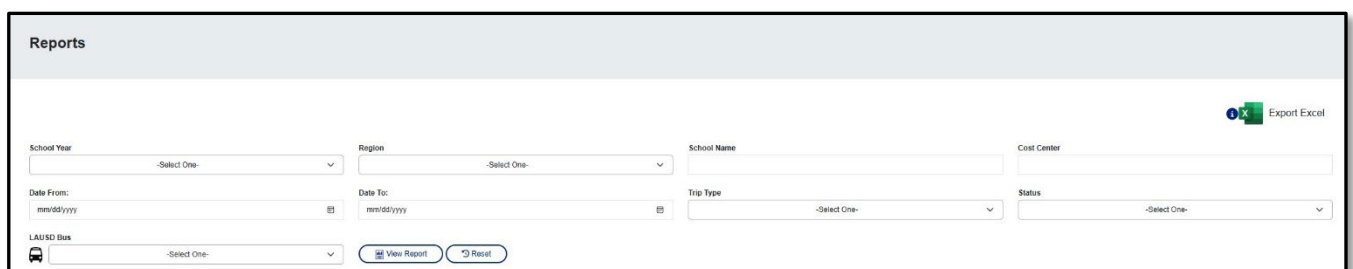
School Year: Region: School Name: Cost Center:

Date From: Date To: Trip Type: Status:

LAUSD Bus:

School Year	Reference No	School Name	Cost Center	Region	Trip Type	Destination	Destination Address	Departure Date	Departure Time	Return Date	Return Time	Instructional Days	Lunches Needed	Out of Country	Overnight Stay	Special Activities	Student Count	Chaperone Count	Other Support Count	Transportation Mode	Transportation Cost	Ris Cost	Seabolt Requested	Wheelchair Count	Transportation Funding	Other Funding	Priority Appro Status
2025-26	29-1182	BELMONT SH	1854301	E	FieldTrip	valley	valley	08/01/2025	10:30:00	08/01/2025	11:00:30	0	N	N	N	N	20	1	0	LAUSD BUS	1	N	0	1854301	StudentBody Funds, Title I, Trip Sponsorship Program	A	
2025-26	29-1180	BELMONT SH	1854301	E	FieldTrip	HOLLYWOOD COB	1133 N MANPOSITA AVE, LOS ANGELES, CA 90005, US	08/01/2025	09:30:00	08/01/2025	10:00:00	0	N	N	N	N	20	2	0	LAUSD BUS, Van Exp, Auto Parent	1	N	0	1854301	Sponsorship	A	
2025-26	26-1179	BELMONT SH	1854301	E	ATHLETIC	SEVEN ARROWS SCHOOL	15240 LA CRUZ DR, PACIFIC PALMDIRE, CA 91331, US	08/01/2025	09:30:00	-	-	0	N	N	N	N	10	1	0	Auto Parent	0	N	0	1854301	StudentBody Funds	N	
2025-26	29-1175	BELMONT SH	1854301	E	ATHLETIC	BELMONT SH	1575 W 2ND ST, LOS ANGELES, CA 90012, US	08/01/2025	10:30:00	-	-	0	N	N	N	N	0	2	0	LAUSD BUS, Van Exp, Auto Parent	1	N	0	-	No Other Expenses	N	

The system will show input fields for report parameters and display the output report on the screen. Users can download the report in Excel  Export Excel format. If any report fields are blank, the system will display "N/A" to indicate that the information does not apply, such as when an approver certification is not relevant to a field trip request. When users click the **View Report** button, the system creates a report based on their selected parameters. There is also a **Reset** button that lets users return to the default search settings.



Reports

Export Excel

School Year: Region: School Name: Cost Center:

Date From: Date To: Trip Type: Status:

LAUSD Bus:

History

The **Trip History** page will be a dedicated section accessible through the left navigation menu. It will display trip requests with departure and return dates that are in the past, as well as trips that have been canceled. The trips will be listed in descending order by Departure Date. At the top of the page, there will be filters for "**School Year**," "**Trip Type**," "**Date From**," "**Date To**," "**School**," and "**Status**" to help users refine their search for trips. Alternatively, search for trip reference number in the **Search by Keyword** textbox.

Field Trip Menu
 Home
 Create Field Trip
 Reports
History

History

-School Year-
 Search by Keyword

-Trip Type-
 Q

-School-
 Q

-Status-
 Q

Date From

Date To

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Information	Status
25-3047	District Organized	BELMONT SH/DORSEY SH/NO HOLLYWOOD SH	BELMONT SH	03/25/2025	03/29/2025		Submitted
25-3020	Field Trip	BELMONT SH	HAMILTON SH	03/25/2025	03/29/2025		Approved
25-3721	Field Trip	BELMONT SH	GLENFELLS BLVD EDC	03/24/2025	03/24/2025		Modification Submitted
25-3020	Field Trip	BELMONT SH	BELMONT SH	03/24/2025	03/24/2025		Submitted
25-2719	Field Trip	BELMONT SH	GLENFELLS BLVD EDC	03/24/2025	03/24/2025		Approved
25-3025	Field Trip	BELMONT SH	BELMONT SH	03/24/2025	03/24/2025		Pending Approval
25-3021	Field Trip	BELMONT SH	BELMONT SH	03/24/2025	03/24/2025		Denied
25-3127	Field Trip	BELMONT SH	University of California-Los Angeles, UCLA	03/24/2025	03/24/2025		Pending Approval
25-3222	Field Trip	BELMONT SH	BELMONT SH	03/24/2025	03/24/2025		Pending Approval
25-3341	Field Trip	BELMONT SH	BELMONT SH	03/24/2025	03/24/2025		Draft

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