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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.

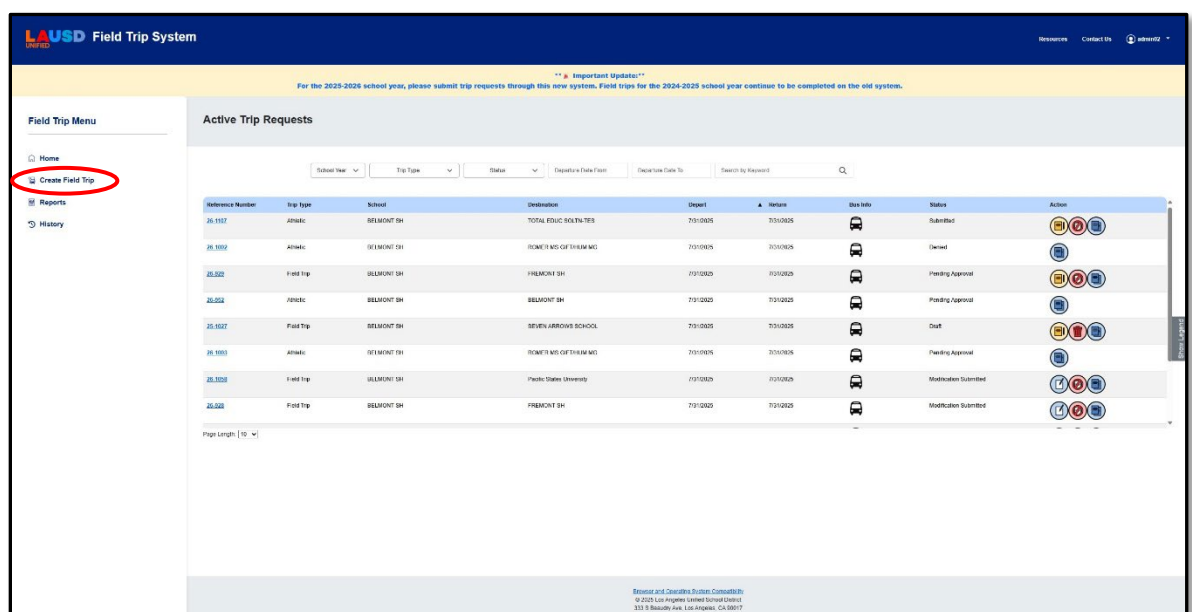
Important notes:

In the state field trip requests should be submitted at least 30 days prior to the date of the field trip. Out-of-state/country field trip requests should be submitted at least 45 days prior to the date of the field trip. Turnaround time for approvals will take place within that 30-day timeframe.

Creating a Field Trip Request

A. Trip Type

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



LAUSD Field Trip System

Field Trip Menu

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

Active Trip Requests

For the 2023-2025 school year, please submit trip requests through this new system. Field trips for the 2024-2025 school year continue to be completed on the old system.

Search by Request

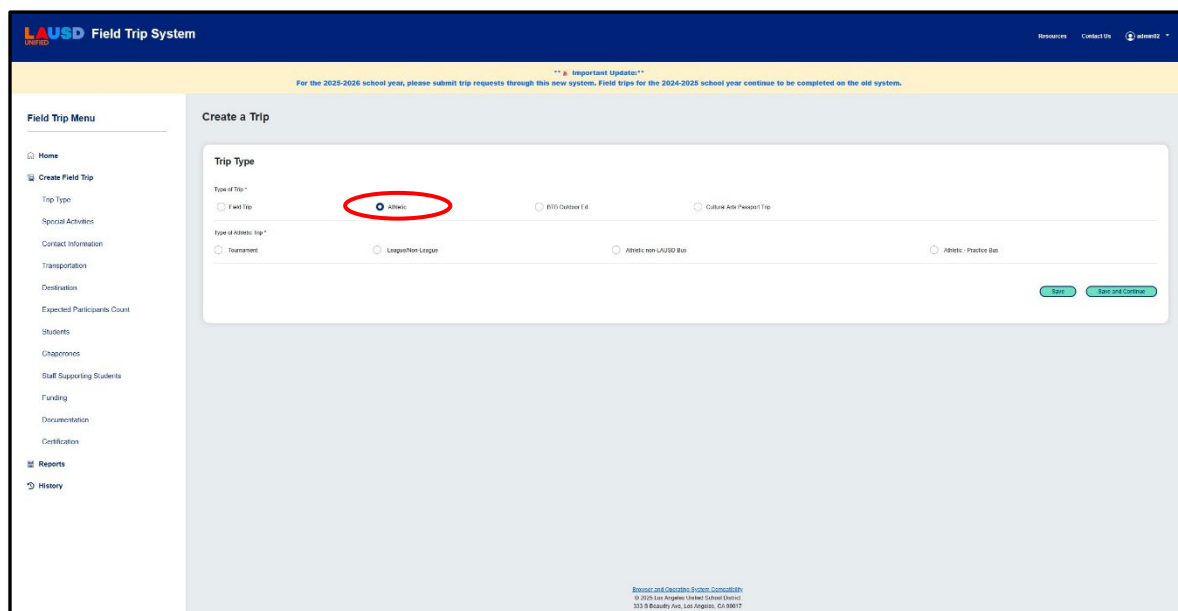
Reference Number	Trip Type	School	Destination	Depart	Return	Site Info	Status	Action
25.1517	Athletic	BELMONT SH	TOTAL EDUC. OUTLETES	7/1/2025	7/1/2025		Submitted	
25.1519	Athletic	BELMONT SH	HOME'NS OF THIRAMING	7/1/2025	7/1/2025		Submitted	
25.1522	Field Trip	BELMONT SH	FILMONT SH	7/1/2025	7/1/2025		Pending Approval	
25.1524	Athletic	BELMONT SH	BELMONT SH	7/1/2025	7/1/2025		Pending Approval	
25.1527	Field Trip	BELMONT SH	SEVEN ARROWS SCHOOL	7/1/2025	7/1/2025		Draft	
25.1530	Athletic	BELMONT SH	HOME'NS OF THIRAMING	7/1/2025	7/1/2025		Pending Approval	
25.1532	Field Trip	BELMONT SH	Pacific States University	7/1/2025	7/1/2025		Modification Submitted	
25.1534	Field Trip	BELMONT SH	FILMONT SH	7/1/2025	7/1/2025		Modification Submitted	

Page Length: 10

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How to Request an Athletic Trip

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



LAUSD Field Trip System

For the 2025-2026 school year, please submit trip requests through this new system. Field trips for the 2024-2025 school year continue to be completed on the old system.

Field Trip Menu

- Home
- Create Field Trip
 - Trip Type**
 - Special Activities
 - Contact Information
 - Transportation
 - Destination
 - Expected Participants Count
 - Students
 - Chaperones
 - Staff Supporting Students
 - Funding
 - Documentation
 - Certification
- Reports
- History

Create a Trip

Trip Type

Type of Trip *

☐ Field Trip
 ☒ **Athletic**
☐ BHS Database Ed
 ☐ Culture Arts Passport Trip

Type of Athletic Trip *

☐ Tournament
 ☐ Long/Short League
 ☐ Athletic non-LAUSD Bus
 ☐ Athletic - Practice Bus

Revised and Corrected System Connectivity
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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.

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

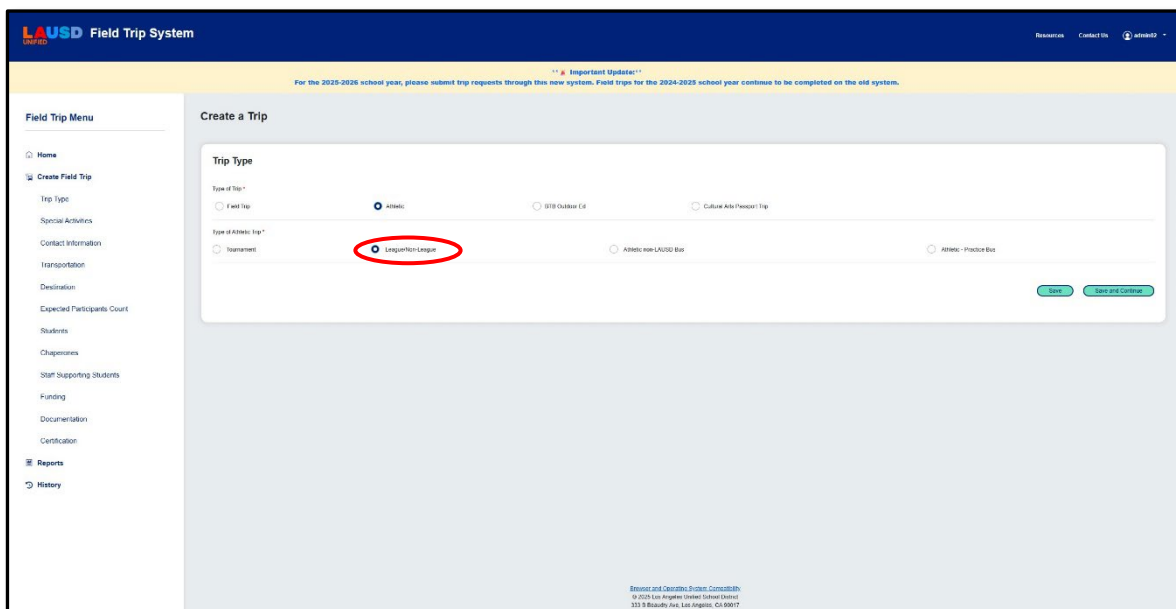
Save & Continue button – Allows users to save and then navigate to the next page in the workflow.

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 ⁱ will display additional information on hover or click.

A-1. League/Non-League Athletic Trip

1. Select the **League/Non-League** radio button for the **Type of Athletic Trip**. Click the **Save & Continue** button to proceed to **League or Non-League Information**.



LAUSD Field Trip System

Home | Resources | Contact Us | Help

Field Trip Menu

- Home
- Create Field Trip
 - Trip Type
 - Special Activities
 - Contact Information
 - Transportation
 - Destination
 - Expected Participants Count
 - Students
 - Chaperones
 - Start Supporting Students
 - Funding
 - Documentation
 - Certification
- Reports
- History

Create a Trip

Trip Type

Type of Trip *

☐ Field Trip
 ☒ Athletic
 ☐ BSB Outdoor Ed
 ☐ Cultural Arts/Thematic Trip

Type of Athletic Trip *

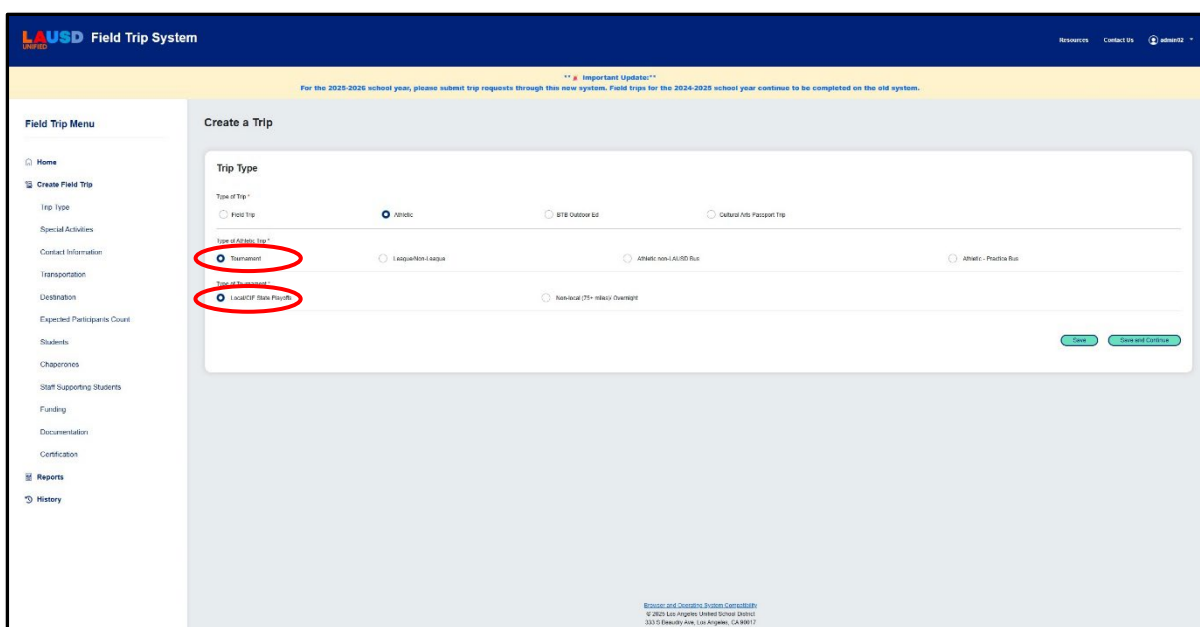
☐ Non-League
 ☒ League/Non-League
 ☐ Athletic with LAUSD Bus

Save Save and Continue

Belmont and Capistrano Broken Comorbidity
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A-2. Tournament Athletic Trip

- For a tournament trip type, Select the **Tournament** radio button for the **Type of Athletic Trip**. Select **Local/CIF State Playoffs** or **Non-local (75+ miles)/ Overnight** for the **Type of Tournament**. Click the **Save & Continue** button to proceed to **Special Activities**.



LAUSD Field Trip System

For the 2020-2026 school year, please submit trip requests through this new system. Field trips for the 2024-2025 school year continue to be completed on the old system.

Field Trip Menu

- Home
- Create Field Trip
 - Trip Type
 - Special Activities
 - Contact Information
 - Transportation
 - Destination
 - Expected Participants Count
 - Students
 - Chaperones
 - Staff Supporting Students
 - Funding
 - Documentation
 - Certification
- Reports
- History

Create a Trip

Trip Type

Type of Trip:

- ☐ Field Trip
- ☒ Athletic
- ☐ BTE Outdoor Ed
- ☐ Outdoor Info Passport Trip

Type of Athletic Trip:

- ☒ Tournament
- ☐ League/Non-League
- ☐ Athletic Non-LAUSD Bus
- ☐ Athletic - Practice Bus

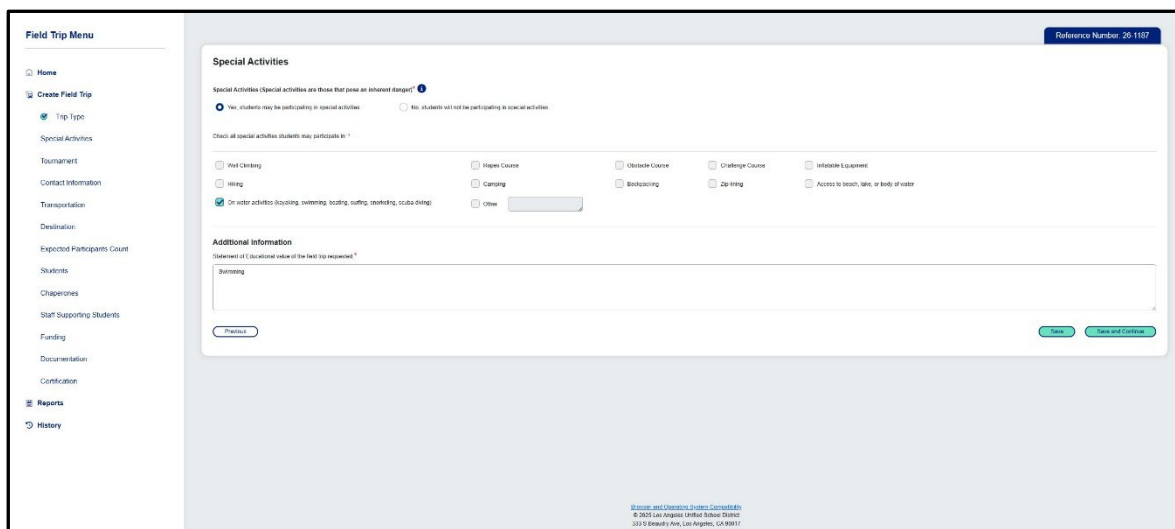
Type of Tournament:

- ☒ Local/CIF State Playoffs
- ☐ Nonlocal (75+ miles) Overnight

Request and Reporting System Copyright
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How to Request an Athletic Trip

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



Field Trip Menu

- Home
- Create Field Trip
 - Trip Type
 - Special Activities
 - Tournament
 - Contact Information
 - Transportation
 - Destination
 - Expected Participants Count
 - Students
 - Chaperones
 - Staff Supporting Students
 - Funding
 - Documentation
 - Confirmation
- Reports
- History

Special Activities

Special Activities (Special activities are those that pose an inherent danger) ⓘ

☒ Yes, students may be participating in special activities ☐ No, students will not be participating in special activities

Check all special activities students may participate in *

<input type="checkbox"/> Hot Climbing	<input type="checkbox"/> Hager Course	<input type="checkbox"/> Obstacle Course	<input type="checkbox"/> Challenge Course	<input type="checkbox"/> Inflatable Equipment
<input type="checkbox"/> Jetting	<input type="checkbox"/> Camping	<input type="checkbox"/> Backpacking	<input type="checkbox"/> Zip Lining	<input type="checkbox"/> Access to beach, lake, or body of water
<input checked="" type="checkbox"/> On water activities (sailing, swimming, boating, surfing, scuba diving, etc.) <input type="checkbox"/> Other <input type="text"/>				


Additional Information

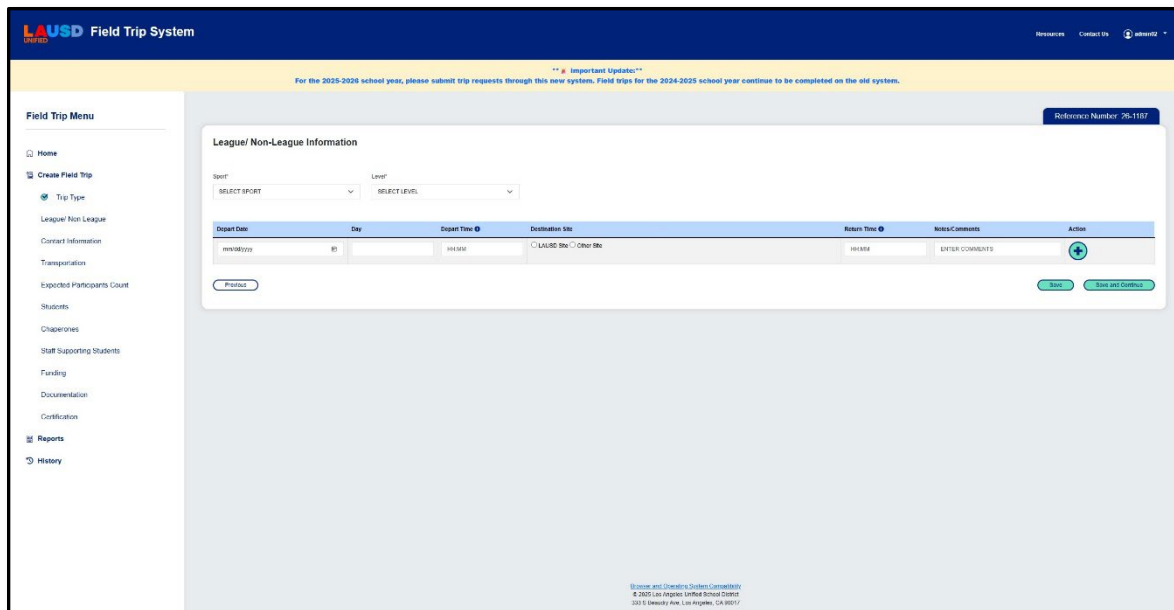
Statement of Educational value of the field trip requested *

Swimming

Website and University of California Compliance
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B. League or Non-League Information

1. Select from the dropdown in **Sport** and **Level**.
2. Enter the departure date and time in **Depart Date, Day,** and **Depart Time**. Time is in 24-hour clock format.
3. Select the **LAUSD Site** or **Other Site** radio button in **Destination Site**.
 - a. If the **LAUSD Site** is selected, enter the **School Name** or **School Location Code**.
 - b. If **Other Site** is selected, enter the site name and address (e.g., 333 S Beaudry Ave., Los Angeles, CA 90017).
4. Enter the **Return Time**, optionally add **Notes/Comments** in the textbox and click the **Plus**  button. Then click the **Save & Continue** button to proceed to **Contact Information**.




LAUSD Field Trip System

For the 2025-2026 school year, please submit trip requests through this new system. Field trips for the 2024-2025 school year continue to be completed on the old system.

Reference Number: 7651107

League/ Non-League Information

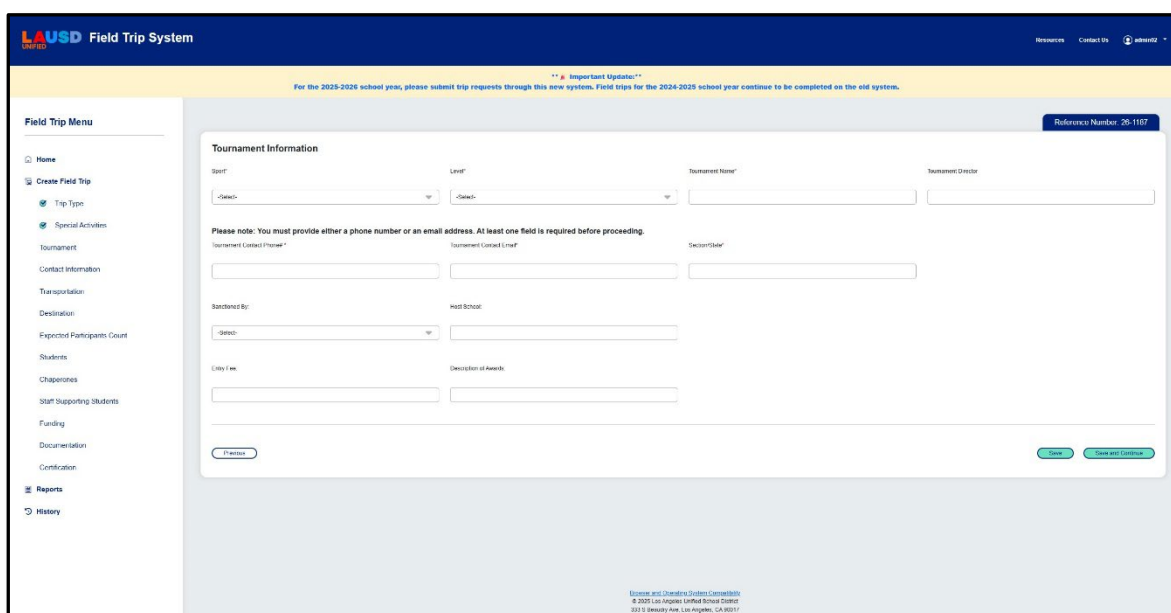
Sport: Level:

Depart Date	Day	Depart Time	Destination Site	Return Time	Notes/Comments	Action
mm/dd/yyyy	DD	HH:MM	<input type="radio"/> LAUSD Site <input type="radio"/> Other Site	HH:MM	ENTER COMMENTS	

Website and Operating System Compatibility
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2025 Security Area, Los Angeles, CA 90017

C. Tournament Information

1. Select from the dropdown in **Sport** and **Level**.
2. Enter the **Tournament Name**, **Tournament Director**, **Tournament Contact Phone**, **Tournament Contact Email**, and **Section/State**.
3. Select from the dropdown menu in **Sanctioned By**.
4. Optionally, enter the **Host School**, **Entry Fee**, and **Description Awards**. Then click the **Save & Continue** button to proceed to **Contact Information**.



LAUSD Field Trip System

For the 2025-2026 school year, please submit trip requests through this new system. Field trips for the 2024-2025 school year continue to be completed on the old system.

Reference Number: 26-1107

Tournament Information

Sport: [dropdown] Level: [dropdown] Tournament Name: [text] Tournament Director: [text]

Please note: You must provide either a phone number or an email address. At least one field is required before proceeding.

Tournament Contact Phone: [text] Tournament Contact Email: [text] Section/State: [dropdown]

Sanctioned By: [dropdown] Host School: [text]

Entry Fee: [text] Description of Awards: [text]

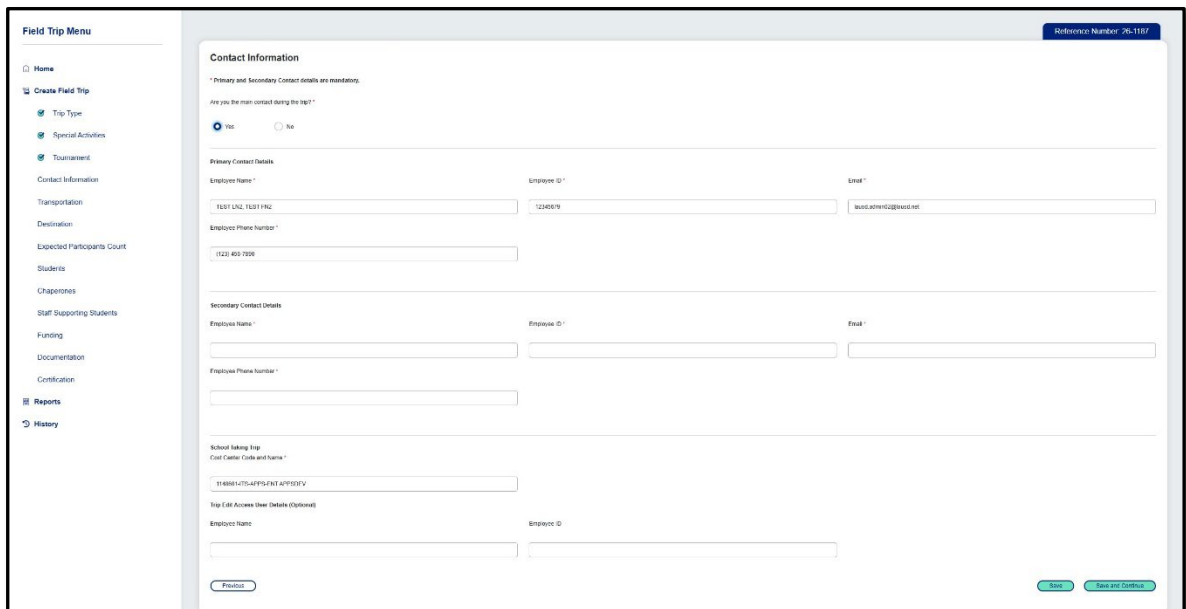
[Previous] [Save] [Save and Continue]

LAUSD and Children's United Corporation
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D. 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.

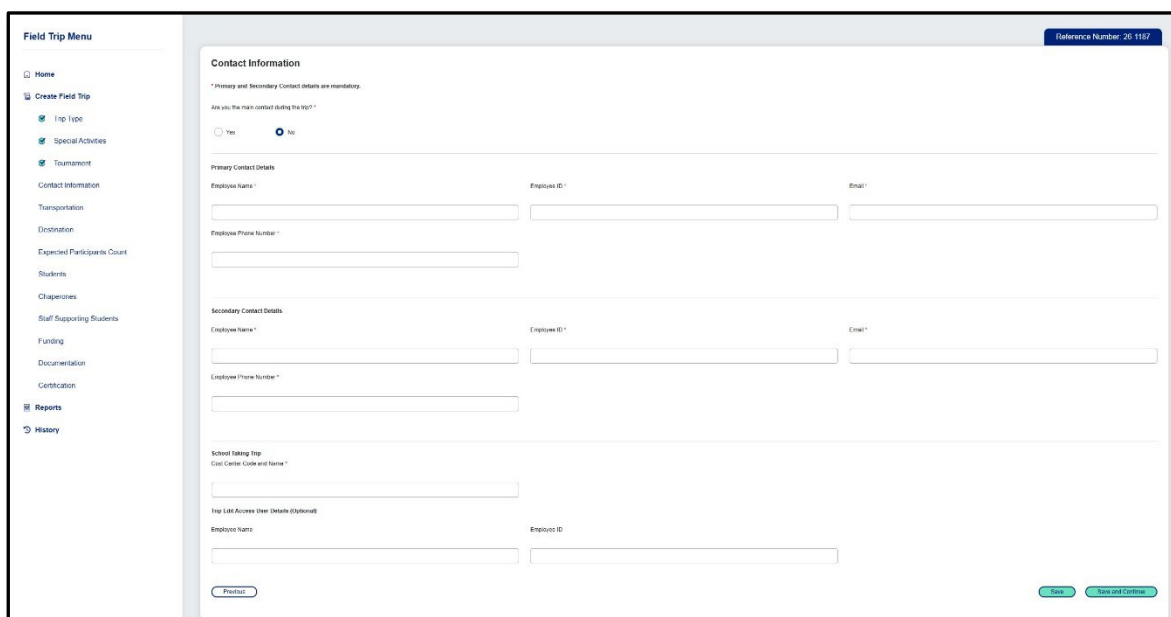


The screenshot shows the 'Field Trip Menu' interface. On the left is a sidebar with navigation links: Home, Create Field Trip, Trip Type, Special Activities, Tournament, Contact Information (selected), Transportation, Destination, Expected Participants Count, Students, Chaperones, Staff Supporting Students, Funding, Documentation, Certification, Reports, and History. The main content area is titled 'Contact Information' and includes a reference number '26,1107'. It contains several sections: 'Are you the main contact during the trip?' with 'Yes' selected; 'Primary Contact Details' with fields for Employee Name, Employee ID, Email, and Employee Phone Number; 'Secondary Contact Details' with similar fields; 'School Taking Trip' with a dropdown for 'Field Center Code and Name'; and 'Trip Call Access Line Details (Optional)' with fields for Employee Name and Employee ID. At the bottom right are 'Save' and 'Save and Continue' buttons.

How to Request an Athletic Trip

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.



The screenshot shows the 'Contact Information' section of the LAUSD Field Trip Request Form. The form is titled 'Field Trip Menu' on the left sidebar. The main content area is titled 'Contact Information' and includes a reference number '201167' in the top right corner. The form contains several sections for contact details:

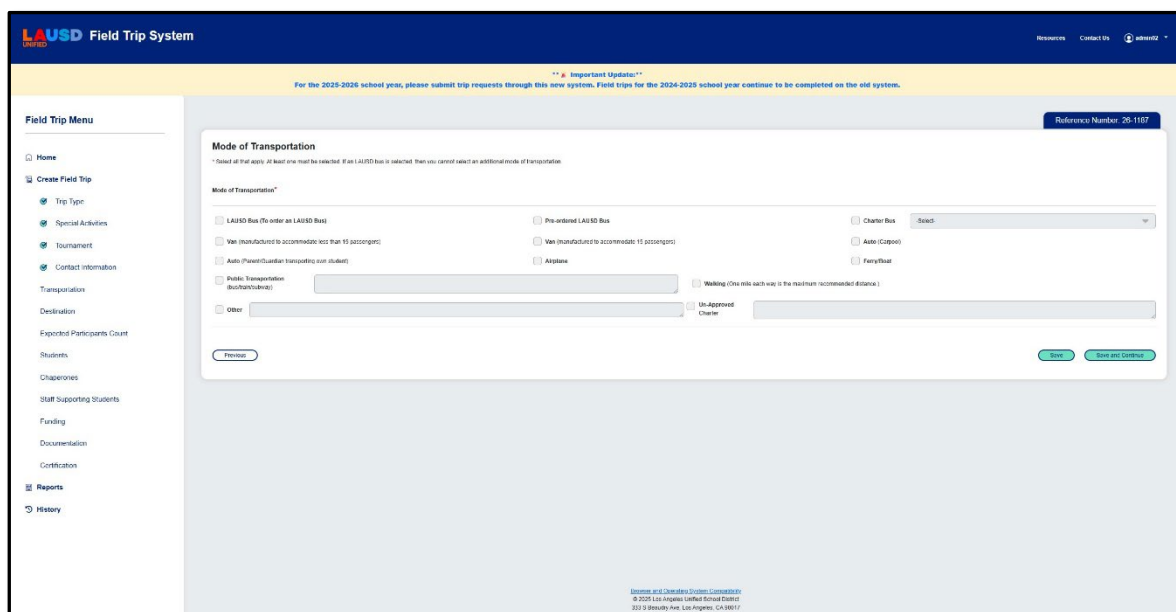
- Primary Contact Details:** Includes fields for Employee Name, Employee ID, Email, and Employee Phone Number.
- Secondary Contact Details:** Includes fields for Employee Name, Employee ID, Email, and Employee Phone Number.
- School Taking Trip:** Includes a field for Cost Center Code and Name.
- Trip LBA Access User Details (Optional):** Includes fields for Employee Name and Employee ID.

At the bottom of the form, there are buttons for 'Previous', 'Save', and 'Save and Continue'.

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**.

E. Transportation

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



LAUSD Field Trip System

For the 2025-2026 school year, please submit trip requests through this new system. Field trips for the 2024-2025 school year continue to be completed on the old system.

Reference Number: 20-1107

Mode of Transportation

*Select at least one. At least one must be selected. If an LAUSD bus is selected, then you cannot select an additional mode of transportation.

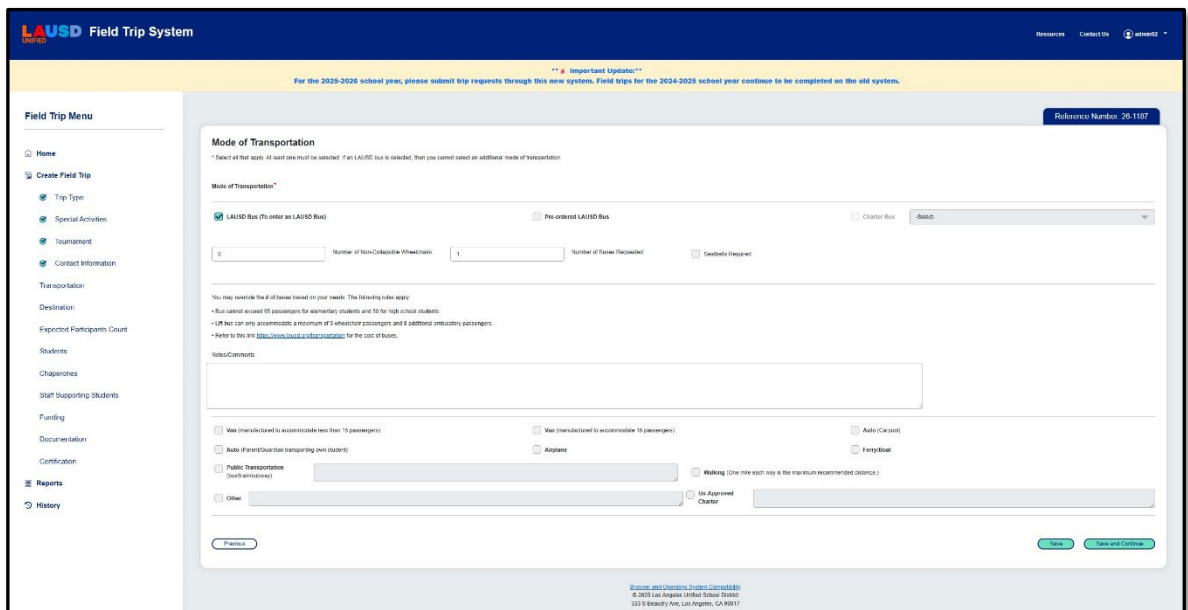
Mode of Transportation*

<input type="checkbox"/> LAUSD Bus (In order an LAUSD Bus)	<input type="checkbox"/> Pre-ordered LAUSD Bus	<input type="checkbox"/> Charter Bus	<input type="text" value="Select"/>
<input type="checkbox"/> Van (manufactured to accommodate less than 15 passengers)	<input type="checkbox"/> Van (manufactured to accommodate 15 passengers)	<input type="checkbox"/> Auto (Corporate)	<input type="checkbox"/> Ferry/Boat
<input type="checkbox"/> Auto (Parent/Guardian transporting own student)	<input type="checkbox"/> Airplane	<input type="checkbox"/> Helicopter (One mile each way is the maximum recommended distance.)	
<input type="checkbox"/> Public Transportation (Bus/train/bike)	<input type="text" value=""/>	<input type="checkbox"/> Un-Approved Charter	<input type="text" value=""/>
<input type="checkbox"/> Other	<input type="text" value=""/>		

System and Schedule System License
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2025 Beverly Hills, Los Angeles, CA 90017

How to Request an Athletic Trip

- a. If an **LAUSD bus** is selected, you can select any other mode of transportation, except Charter Bus. 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**.



LAUSD Field Trip System

Resources Contact Us Admin

Field Trip Menu

- Home
- Create Field Trip
 - Trip Type
 - Special Activities
 - Tournament
 - Contact Information
- Transportation
 - Destination
 - Expected Participants Count
 - Students
 - Chaperones
 - Staff Supporting Students
 - Funding
 - Documentation
 - Certification
- Reports
- History

Mode of Transportation

*Select at least one. 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 (To enter an LAUSD Bus) ☐ Pre-ordered LAUSD Bus ☐ Charter Bus

Number of Non-Collapsible Wheelchairs Number of Buses Requested ☐ Seatbelts Required

You may override the # of buses based on your needs. The following rules apply:

- Bus cannot exceed 65 passengers for elementary students and 60 for high school students.
- Lift bus can only accommodate a maximum of 5 wheelchair passengers and 8 additional ambulatory passengers.
- Refer to the link <https://www.lausd.net/transport> for the cost of buses.

Notes/Comments

☐ Van (manufactured to accommodate less than 15 passengers) ☐ Van (manufactured to accommodate 15 passengers) ☐ Auto (Car pool) ☐ Ferry/Boat

☐ Auto (Parent/Driver transporting own student) ☐ Airplane

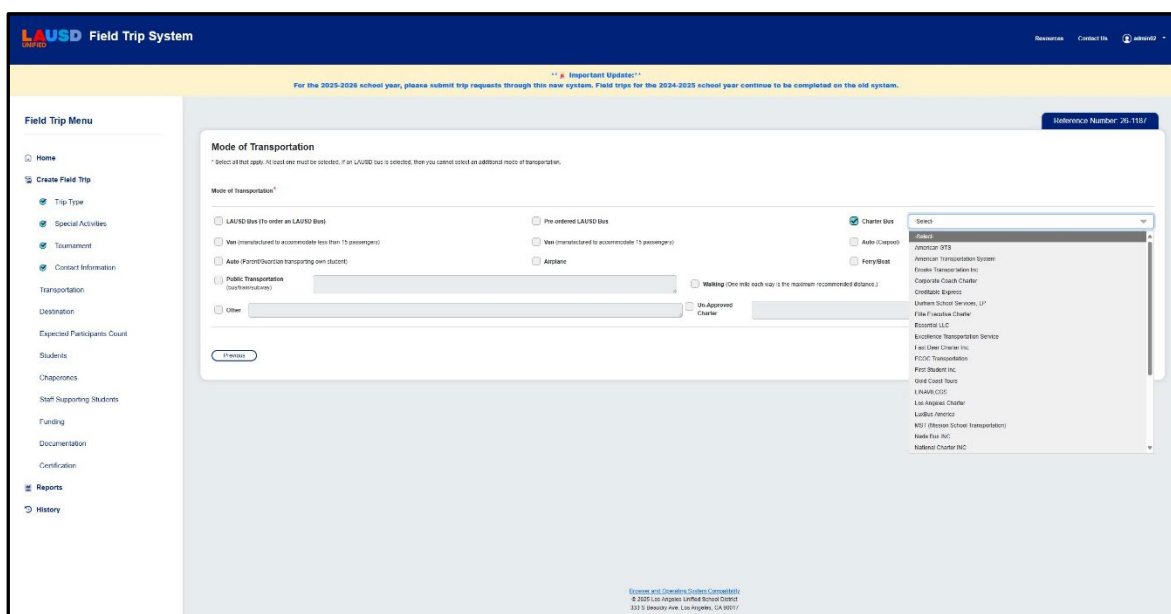
☐ Public Transportation (School-sponsored) ☐ Walking (One mile each way is the maximum recommended distance.)

☐ Other ☐ Un-Approved Charter

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How to Request an Athletic Trip

- 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.

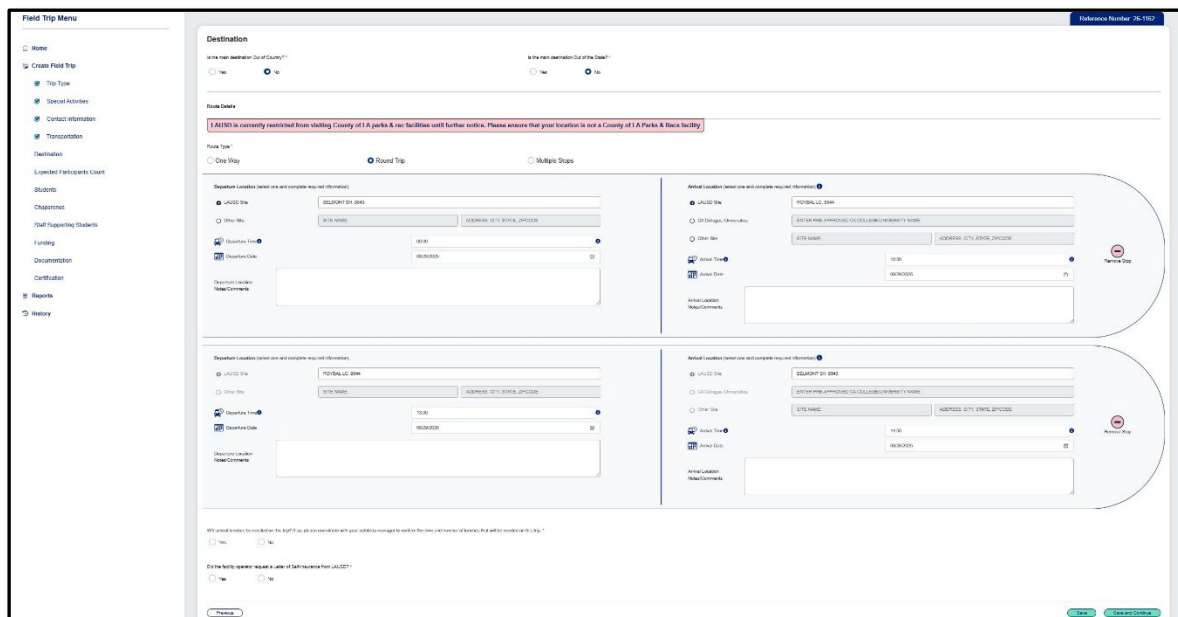


- Click on the **Save & Continue** button to proceed to **Expected Participants Count**.

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.

F. Destination (Except for League or Non-League Athletic Trip)



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.

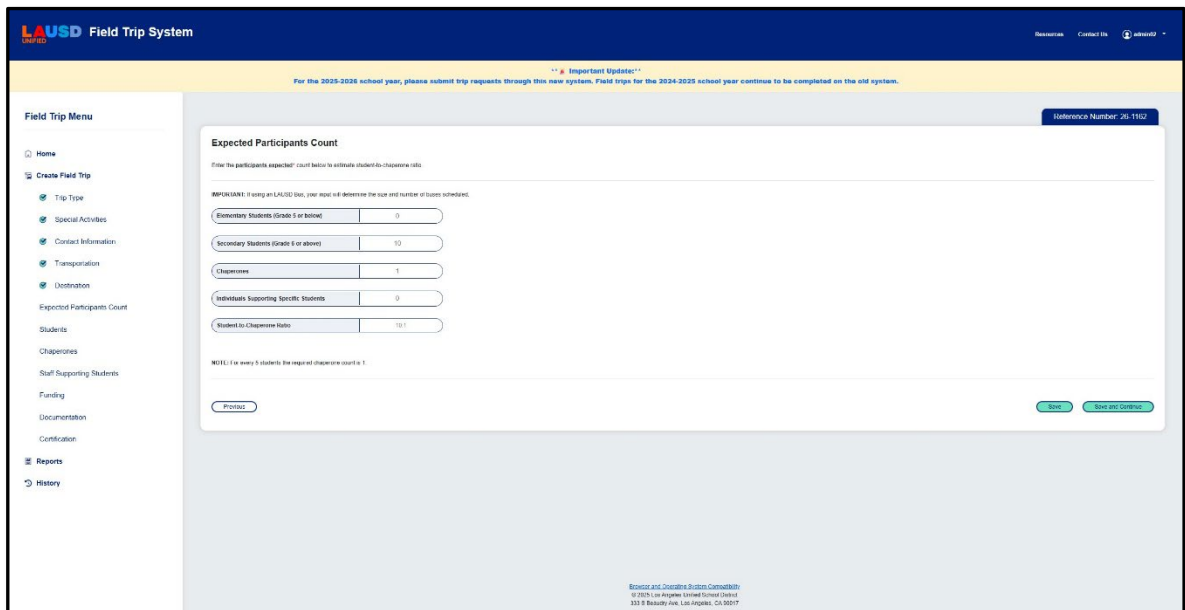
How to Request an Athletic Trip

8. Under **Arrival Location**,
 - a. If **LAUSD Site** is selected, enter the school's name or the location code.
 - 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?** If **Yes** is selected, the requestors will be required to complete a **Request for proof of Self-Insurance**.
14. Click on the **Save & Continue** button to proceed to the **Expected Participants Count**.

* Transportation services prioritize support for morning and afternoon peak travel periods and therefore field trips occurring between 9:00 AM – 2:00 PM are ideal. Requests with start and/or end times between 5:30 AM – 8:30 AM or 2:00 PM – 5:00 PM will be evaluated for approval on a case-by-case basis.

G. 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**
15. Click on the **Save & Continue** button to proceed to **Students**.



LAUSD Field Trip System

Reference Number: 26-1162

Expected Participants Count

Enter the participants expected* count below to estimate student-to-chaperone ratio.

IMPORTANT: If using an LAUSD bus, your input will determine the size and number of buses scheduled.

Elementary Students (Grade 5 or below)	0
Secondary Students (Grade 6 or above)	10
Chaperones	5
Individuals Supporting Specific Students	0
Student to Chaperone Ratio	10:1

NOTE: For every 5 students the required chaperone count is 1.

Printed

Save Save and Continue


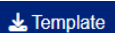
Review and Upgrade System Compatibility
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333 S Broadway Ave, Los Angeles, CA 90077

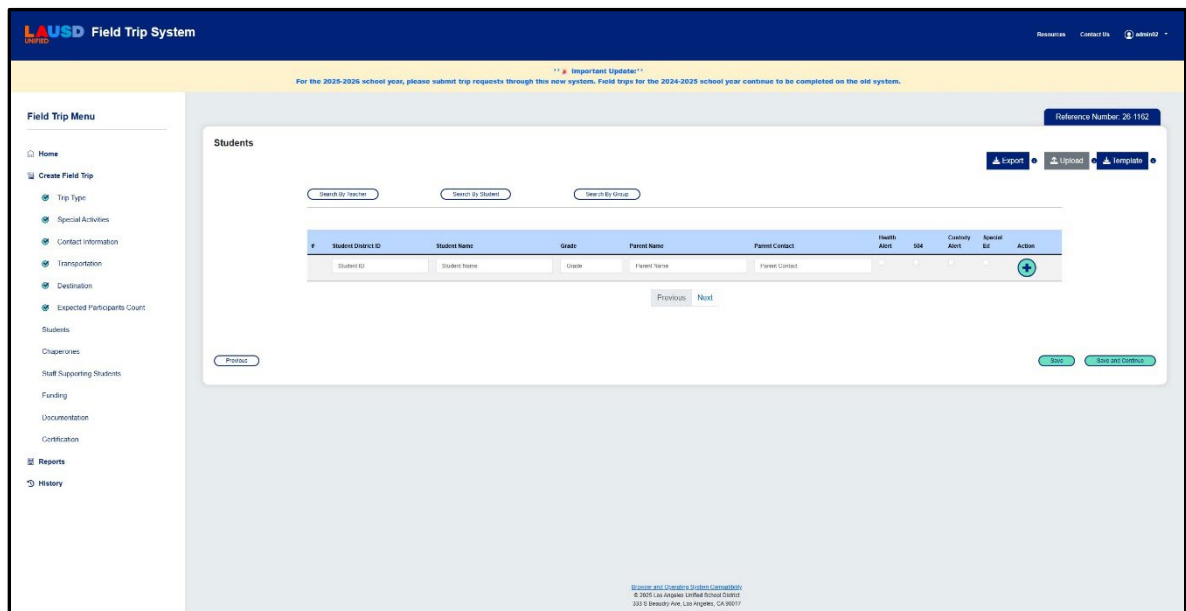
Important notes:

The recommended student to chaperone ratio is 10:1 for regular field trips, and 5:1 for water-based activities.

How to Request an Athletic Trip

H. Students

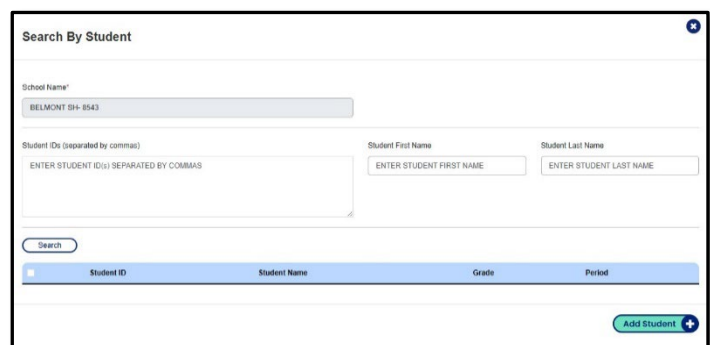
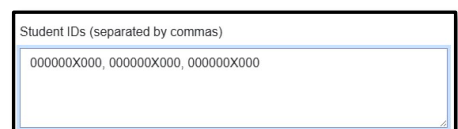
Click the **Export**  button to download the student roster as a CSV file. For uploading multiple students, use the **Template**  button to get the required template.



Search and add students for the trip using:

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

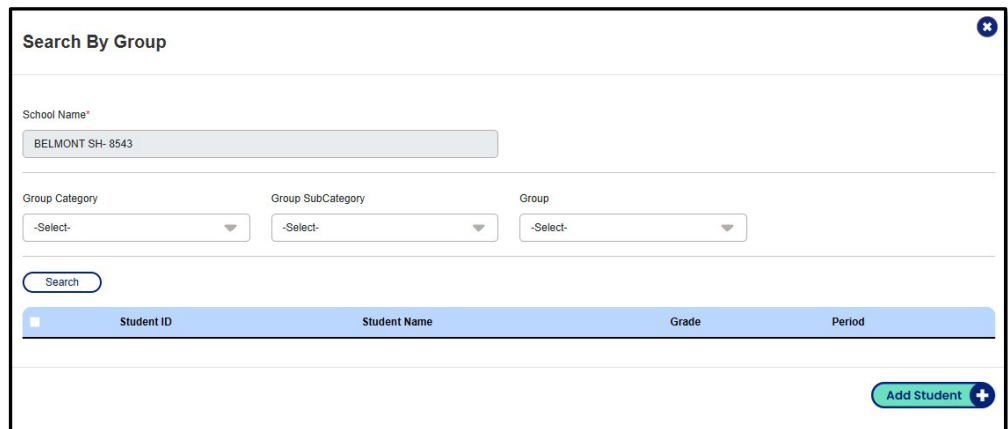
- Click the **Search By Student** button.
- Optionally, enter **LAUSD Student ID**, **Student First Name**, or **Student Last Name** to search using the provided criteria.
(TIP: An effective method to search

How to Request an Athletic Trip

for students at once is by entering student IDs, separated by commas.)

- 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.



Search By Group

School Name*
 BELMONT SH- 8543

Group Category: -Select- Group SubCategory: -Select- Group: -Select-

Search

Student ID	Student Name	Grade	Period

Add Student +

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.

Search By Teacher

School Name*

BELMONT SH- 8543

Teacher

ENTER EMPLOYEE ID or LASTNAME, FIRSTNAME

Grade Level

-Grade-

Period

-Period-

Search


	Student ID	Student Name	Grade	Period

Add Student

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
	Enter Student ID	Enter Student Name	Enter Grade	Enter Parent Name	Enter Parent Contact					

How to Request an Athletic Trip

5. Alternatively, ONLY the requestor can click the **Upload**  **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:

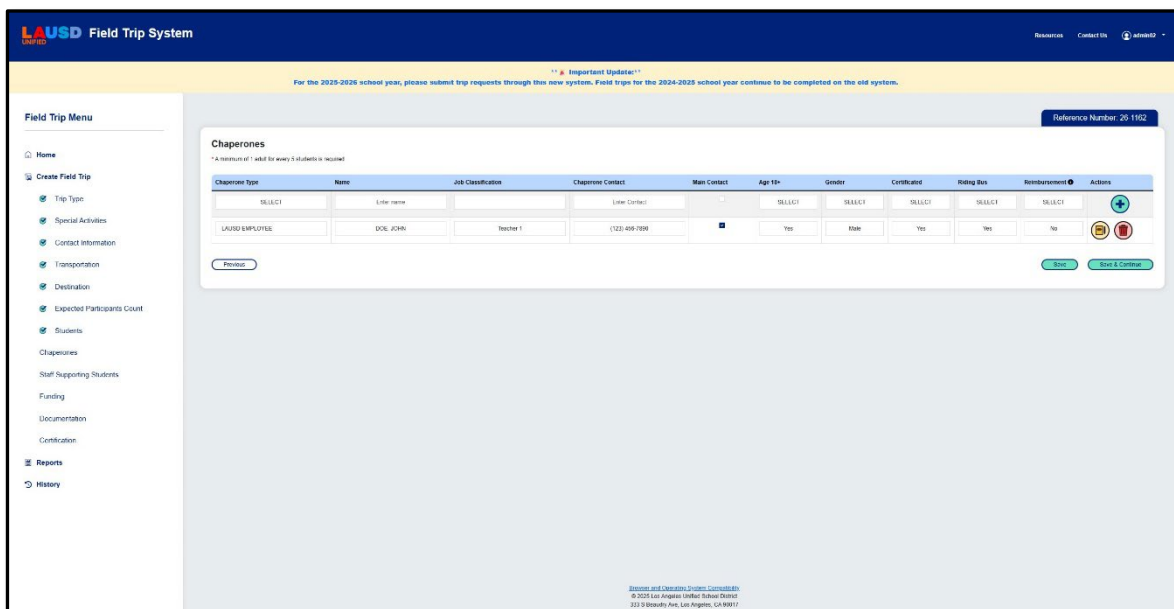
Following our established guidelines, 450 students are allowed on each field trip. Should your group exceed this limit, please submit a request for additional trips.

I. 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**.



LAUSD Field Trip System

Reference Number: 201102



For the 2024-2025 school year, please submit trip requests through this new system. Field trips for the 2023-2024 school year continue to be completed on the old system.

Field Trip Menu

- Home
- Create Field Trip
 - Trip Type
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 - Students
 - Chaperones
 - Staff Supporting Students
 - Funding
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 - Certification
- Reports
- History

Chaperones




*A minimum of 1 adult for every 5 students is required.

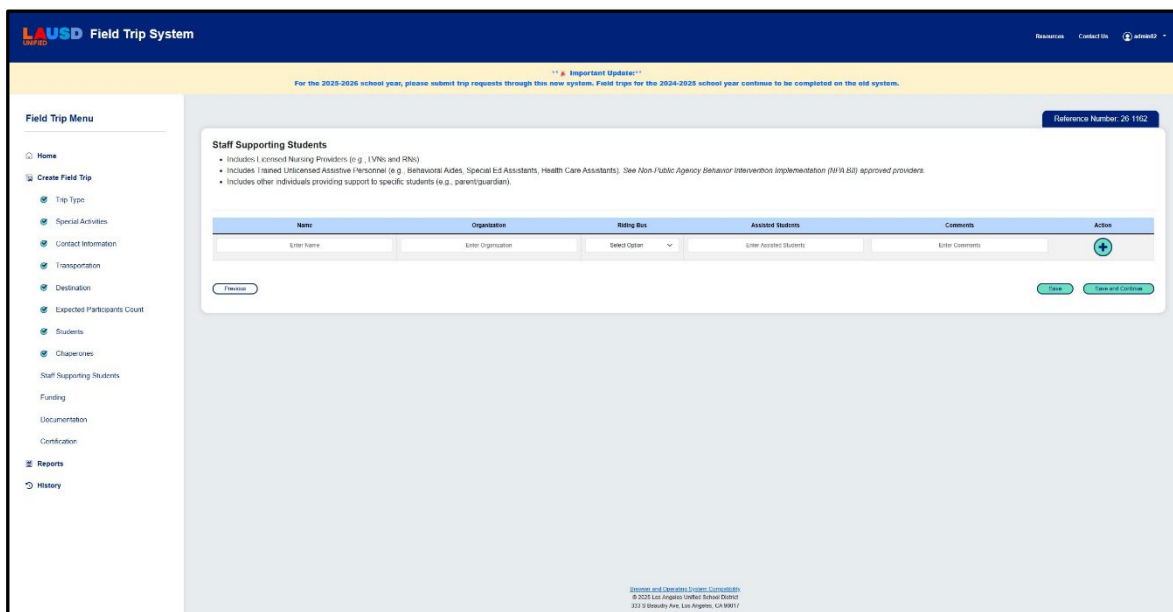
Chaperone Type	Name	Job Classification	Chaperone Contact	Main Contact	Age 18+	Gender	Certificated	Riding Bus	Reimbursement	Actions
SELECT	Enter name		Enter Contact		SELECT	SELECT	SELECT	SELECT	SELECT	+
LAUSD EMPLOYEE	DOE, JOHN	Teacher 1	(123) 456-7890	<input checked="" type="checkbox"/>	Yes	Male	Yes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

Buttons: Previous, Save, Save & Continue

LAUSD and Community Systems Consortium
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J. Staff 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 **Documentation**.



LAUSD Field Trip System

For the 2025-2026 school year, please submit trip requests through this new system. Field trips for the 2024-2025 school year continue to be completed on the old system.


Reference Number: 201102

Field Trip Menu

- Home
- Create Field Trip
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 - Funding
 - Documentation
 - Confirmation
- Reports
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Staff Supporting Students

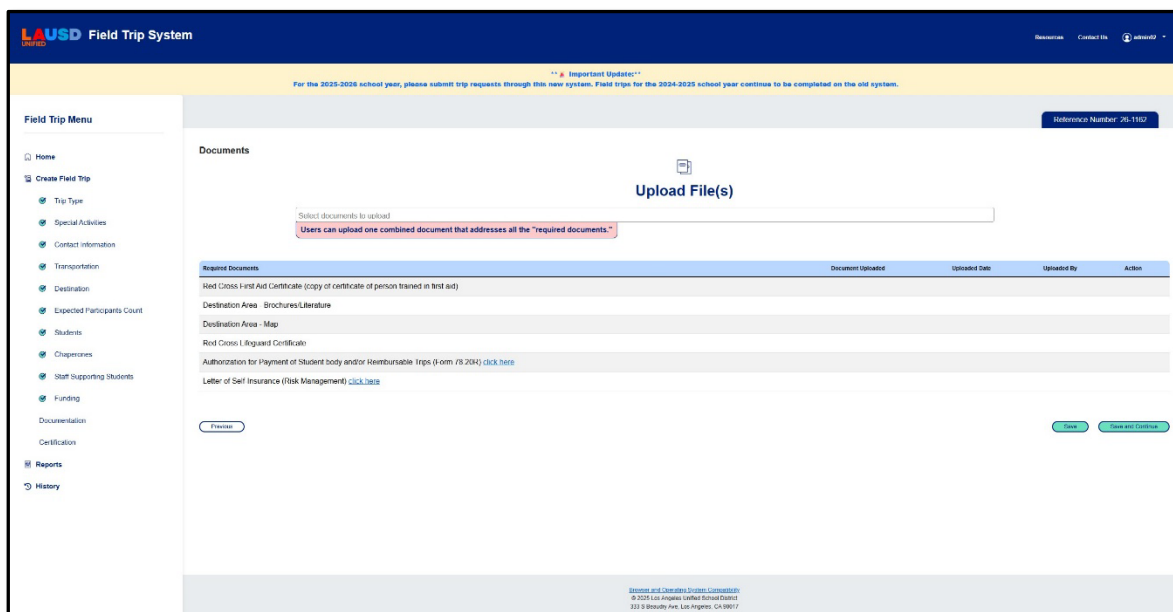
- Includes Licensed Nursing Providers (e.g., LVNs and RNs)
- Includes Trained Unlicensed Assistive Personnel (e.g., Behavioral Aides, Special Ed Assistants, Health Care Assistants). See Non-Public Agency Behavior Intervention Implementation (NPA-BII) approved providers.
- Includes other individuals providing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

Name	Organization	Riding Bus	Assisted Students	Comments	Actions
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Organization"/>	<input type="text" value="Select Option"/>	<input type="text" value="Enter Assisted Students"/>	<input type="text" value="Enter Comments"/>	

Donner and Chaperone System Compatibility
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K. Documentation

1. Click on the textbox to select the required document/s for the field trip approval process.
2. Users can upload one combined document that addresses all the "required documents" by selecting **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**.



LAUSD Field Trip System

Home Contact Us LAUSD

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Documents

Reference Number: 26-1182

Upload File(s)

Select documents to upload

Users can upload one combined document that addresses all the "required documents."

Required Documents	Document Uploaded	Uploaded Date	Uploaded By	Action
Red Cross First Aid Certificate (copy of certificate of person trained in first aid)				
Destination Area - Brochures/Literature				
Destination Area - Map				
Red Cross 1st Aid/CPR Certificate				
Authorization for Payment of Student body and/or Reimbursable trips (i-om /S 2034) click here				
Letter of Self Insurance (Risk Management) click here				

Finish

Cancel Save & Continue

LAUSD Field Trip System
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Important notes:

If applicable, links to the documentation templates are provided. Users can also upload any additional documents that are not on the required list in support of their request.

L. 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. The current student-to-chaperone ration is 10:1 . All participant rosters will be updated promptly as changes or additions are communicated. I will ensure that the District's required 5:1 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.
 - 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.

How to Request an Athletic Trip

Once a Field Trip Request has been submitted

If all necessary documents are submitted, the approval of a field trip request is expected to take approximately five business days, though the exact timing depends on the availability of the certifying parties.