

How to Request a Non-Athletic Field Trip

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How to Request a Non-Athletic Field Trip

General Information

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

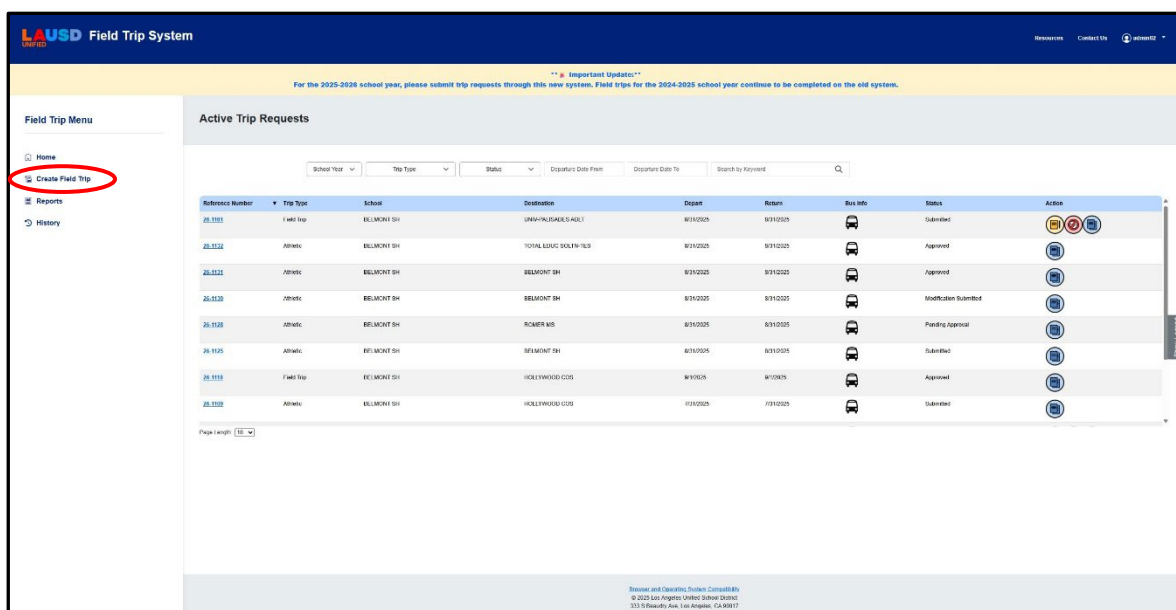
Important notes:

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

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**
- Reports
- History

Active Trip Requests

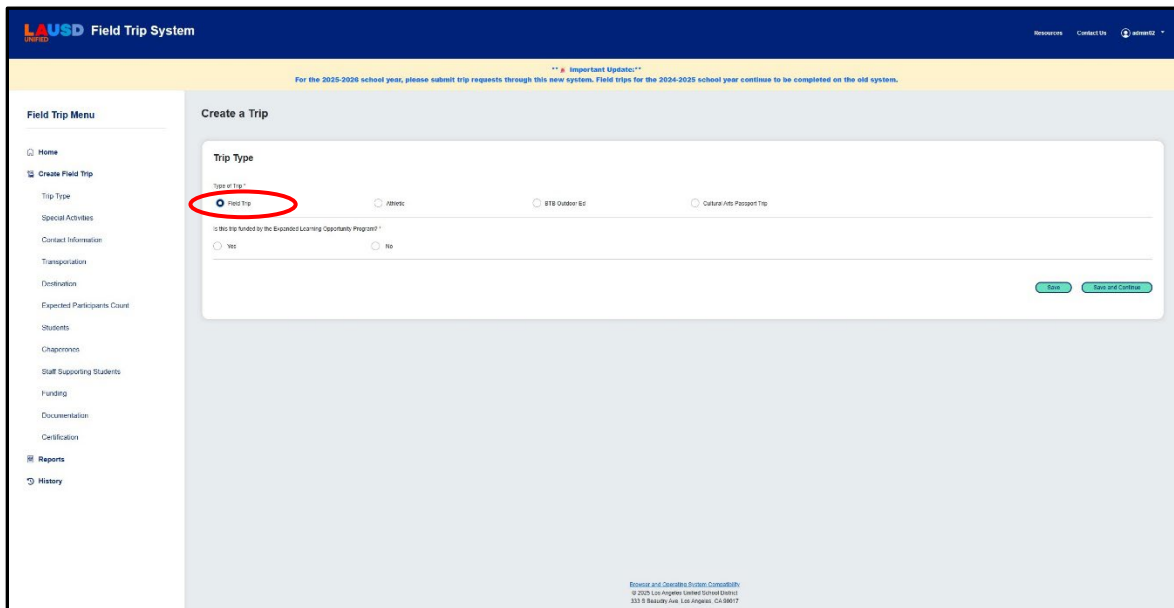
Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action
25-0001	Field Trip	BEVERLY HS	UPPER MERIDIAN HILLS	8/11/2025	8/11/2025	Bus	Submitted	[Icons]
25-0002	Athletic	BEVERLY HS	TOTAL LEGACY SOFTBALL	8/11/2025	8/11/2025	Bus	Approved	[Icons]
25-0003	Athletic	BEVERLY HS	BEVERLY HS	8/11/2025	8/11/2025	Bus	Approved	[Icons]
25-0004	Athletic	BEVERLY HS	BEVERLY HS	8/11/2025	8/11/2025	Bus	Modification Submitted	[Icons]
25-0005	Athletic	BEVERLY HS	ROCKWELL MS	8/11/2025	8/11/2025	Bus	Pending Approval	[Icons]
25-0006	Athletic	BEVERLY HS	BEVERLY HS	8/11/2025	8/11/2025	Bus	Submitted	[Icons]
25-0007	Field Trip	BEVERLY HS	HOLLYWOOD CDS	8/11/2025	8/11/2025	Bus	Approved	[Icons]
25-0008	Athletic	BEVERLY HS	HOLLYWOOD CDS	8/11/2025	8/11/2025	Bus	Submitted	[Icons]

Page Length: 10

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How to Request a Non-Athletic Field Trip

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

Types of Trip:

☒ Field Trip
 ☐ Athletic
 ☐ STE Outdoor Ed
 ☐ Cultural Arts Passport Trip

Is this trip funded by the Expanded Learning Opportunity Program?

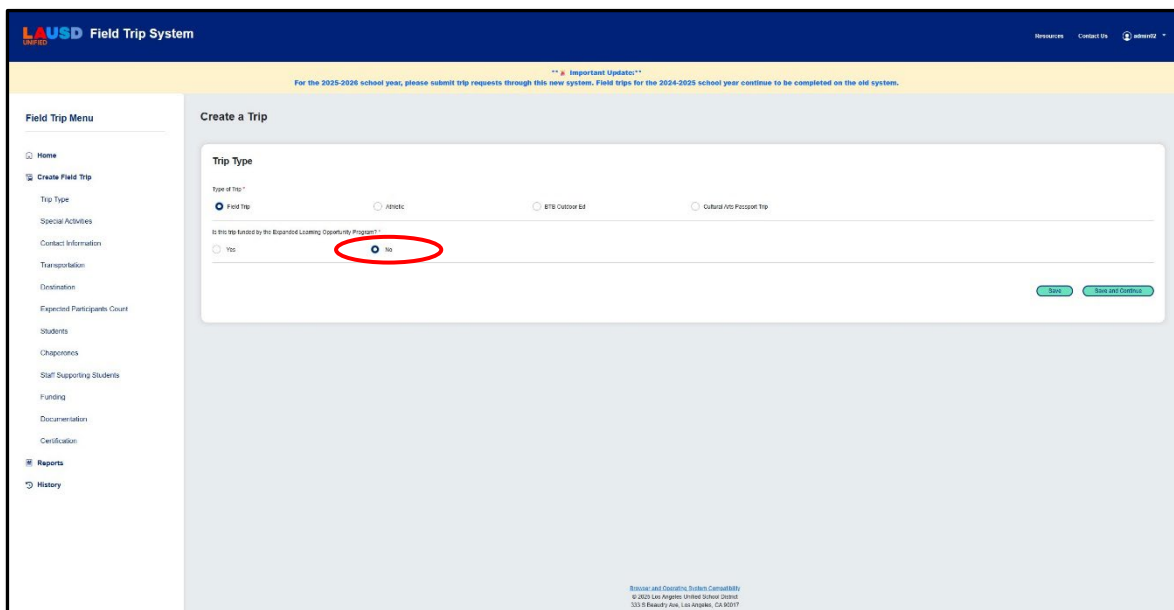
☐ Yes
 ☐ No

Save Save and Continue

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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**.



LAUSD Field Trip System

Home | Create Field Trip | 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 ☐ Cultural Arts Percussion Trip

Is this trip funded by the Expanded Learning Opportunity Program *

☐ Yes ☒ No

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

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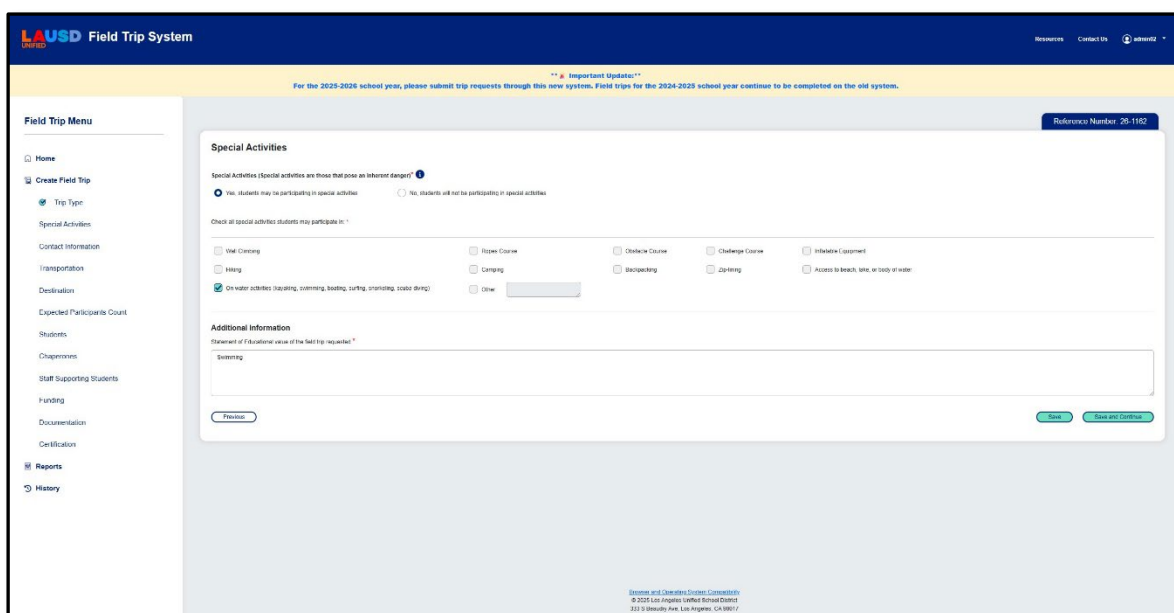
Important notes:

(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.

B. Special Activities

1. 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**.



The screenshot shows the 'Special Activities' section of the LAUSD Field Trip System. The form includes a 'Field Trip Menu' on the left with options like Home, Create Field Trip, Trip Type, Special Activities, Contact Information, Transportation, Destination, Expected Participants Count, Students, Chaperones, Staff Supporting Students, Funding, Documentation, Certification, Reports, and History. The main content area is titled 'Special Activities' and contains a message: 'Special Activities (Special activities are those that pose an inherent danger)'. Below this, there are two radio buttons: 'Yes, students may be participating in special activities' (selected) and 'No, students will not be participating in special activities'. A section titled 'Check all special activities students may participate in:' contains several checkboxes: 'Violence', 'Hazing', 'On water activities (sailing, swimming, boating, surfing, parasailing, scuba diving)', 'Rope Course', 'Climbing', 'Zip-Lining', 'Challenge Course', 'Obstacle Course', 'Challenge Course', 'Zip-Lining', 'Inhalation Equipment', and 'Access to beach, lake, or body of water'. There is also an 'Other' field. Below this is an 'Additional Information' section with a text area for 'Statement of Educational value of the field trip requested'. At the bottom right, there are three buttons: 'Previous', 'Save', and 'Save and Continue'.

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.

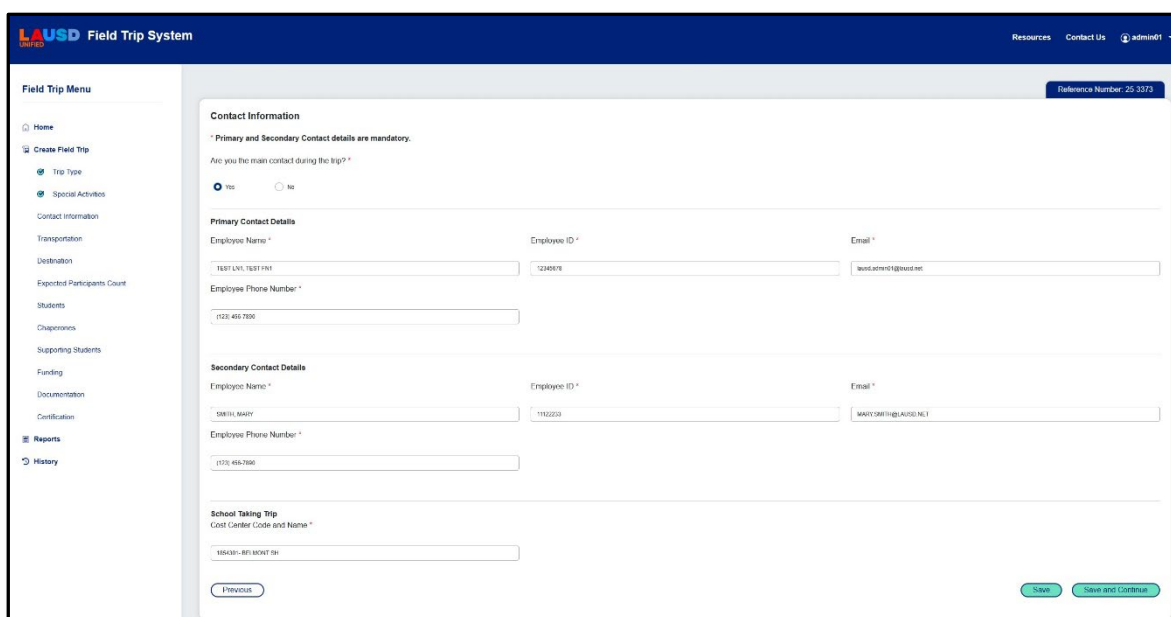
Previous button – Allows users to navigate to the previous page in the workflow. An info icon ¹ will display additional information on hover or click.

How to Request a Non-Athletic Field Trip

C. 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

Resources Contact Us admin01

Reference Number: 253373

Field Trip Menu

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

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 *

Employee Phone Number *

Secondary Contact Details

Employee Name * Employee ID * Email *

Employee Phone Number *

School Taking Trip

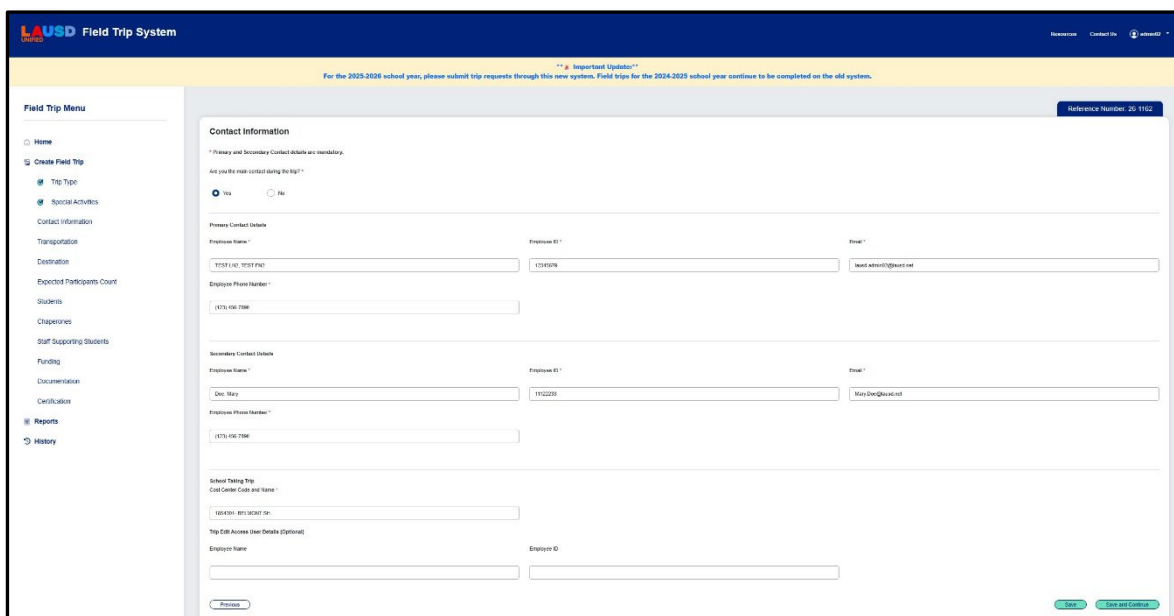
Cost Center Code and Name *

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

How to Request a Non-Athletic Field 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.

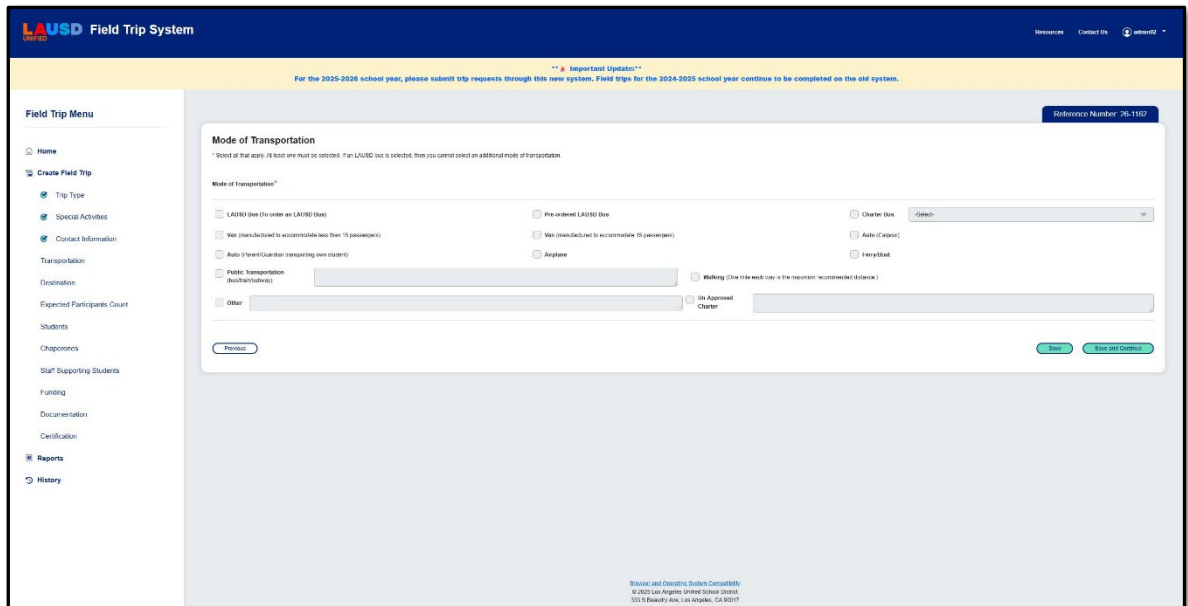


2. Enter the secondary contact information details, including **Employee Name**, **Employee ID**, **Email**, and **Employee Phone Number**.
3. Enter the **Cost Center Code** or **School Name** in the **School Taking Trip**.
4. Optionally, the requestor can assign an employee an edit access by entering the **Employee Name** and **Employee ID** under the **Trip Edit Access User Details**.
5. Click on the **Save & Continue** button to proceed to **Transportation**.

How to Request a Non-Athletic Field Trip

D. 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: 26-1167

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

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.

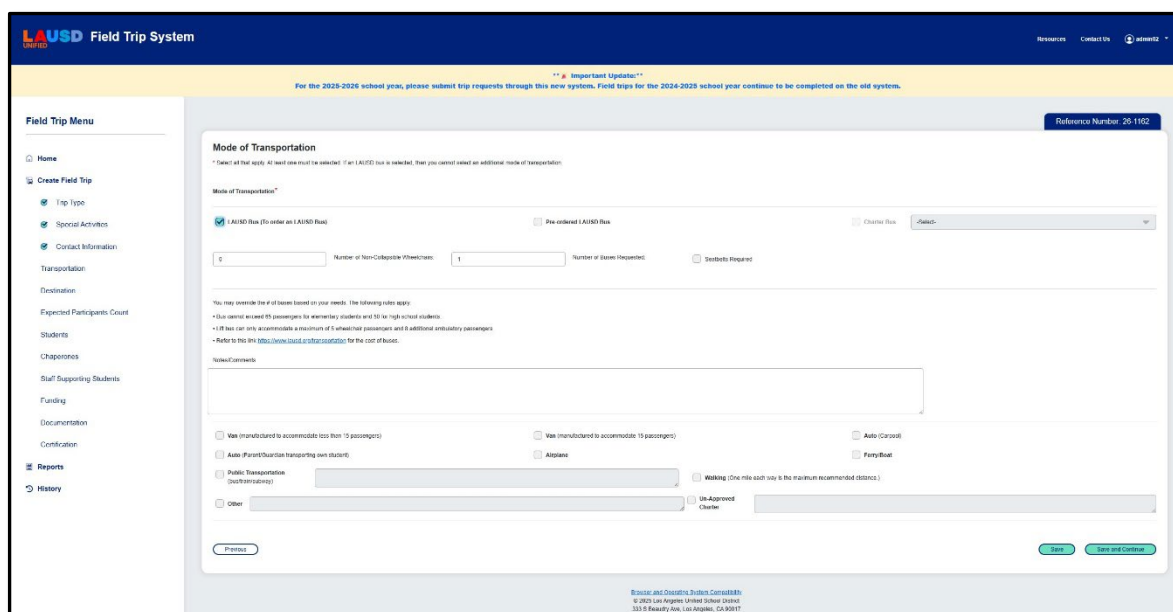
Mode of Transportation*

<input type="checkbox"/> LAUSD Bus (to order an LAUSD bus)	<input type="checkbox"/> Pre-ordered LAUSD Bus	<input type="checkbox"/> Charter Bus
<input type="checkbox"/> Van (manufactured to accommodate less than 15 passengers)	<input type="checkbox"/> Van (manufactured to accommodate 15 passengers)	<input type="checkbox"/> Auto (Carpool)
<input type="checkbox"/> Auto (Handicapped transporting one student)	<input type="checkbox"/> Airplane	<input type="checkbox"/> Ferry/Boat
<input type="checkbox"/> Public Transportation (bus/train/subway)	<input type="checkbox"/> Walking (One mile each way x the maximum recommended distance)	
<input type="checkbox"/> Other	<input type="checkbox"/> In Approved Charter	

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How to Request a Non-Athletic Field 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**.



The screenshot displays the 'LAUSD Field Trip System' web application. The top navigation bar includes the LAUSD logo, the title 'Field Trip System', and links for 'Resources', 'Contact Us', and 'Admin'. A yellow banner below the header states: '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.' A 'Reference Number: 201102' is visible in the top right corner.

The left sidebar, titled 'Field Trip Menu', contains the following links: Home, Create Field Trip, Trip Type, Special Activities, Contact Information, Transportation, Destination, Expected Participants Count, Students, Chaperones, Staff Supporting Students, Funding, Documentation, Confirmation, Reports, and History.

The main content area is titled 'Mode of Transportation' and includes a note: '* 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.' Below this, the 'Mode of Transportation' section has several input fields and checkboxes:

- ☒ LAUSD Bus (to order an LAUSD Bus)
- ☐ Pre-ordered LAUSD Bus
- ☐ Charter Bus
- Number of Non-Collapsible Wheelchairs
- Number of Buses Requested
- ☐ Seatbelts Required

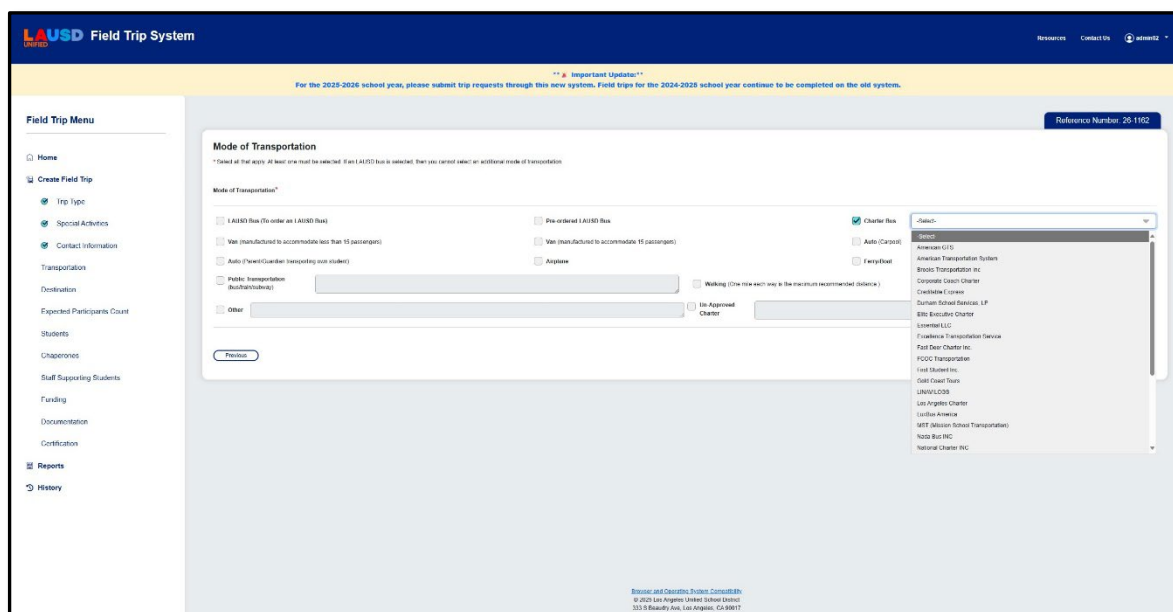
Below these fields, there is a text area for 'Notes/Comments' and a section for 'Additional Information' with checkboxes for various transportation options:

- ☐ Van (manufactured to accommodate less than 10 passengers)
- ☐ Van (manufactured to accommodate 10 passengers)
- ☐ Auto (Carpool)
- ☐ Auto (Parent/Guardian transporting own student)
- ☐ Airplane
- ☐ Ferry/Boat
- ☐ Public Transportation (such as train/bus)
- ☐ Walking (One mile each way is the maximum recommended distance)
- ☐ Other
- ☐ Un-Approved Charter

At the bottom of the form, there are 'Previous' and 'Next' buttons, and a 'Save and Continue' button. The footer of the page includes the text: 'Bioscience and Genetics System Collaboration, © 2023 Los Angeles Unified School District, 333 S. Broadway Ave., Los Angeles, CA 90017'.

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- 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.



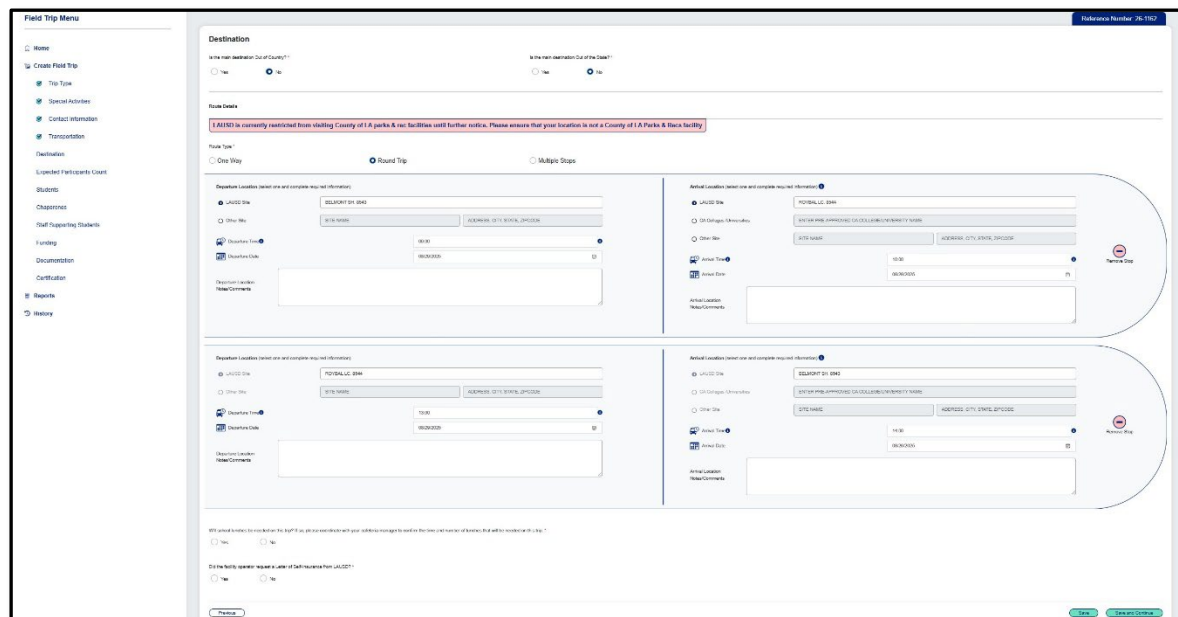
2. Click on the **Save & Continue** button to proceed to **Destination**.

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.

How to Request a Non-Athletic Field Trip

E. Destination



Field Trip Menu

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

Destination

Is the main destination Out of Country? ☐ Yes ☒ No

Is the main destination Out of the State? ☐ Yes ☒ No

Route Details

Route Type

☐ One Way ☒ Round Trip ☐ Multiple Stops

Departure Location (Select one and complete required information)

☒ LAUSD Site ☐ Other Site

LAUSD Site:

Other Site:

Departure Time

Departure Date

Departure Location Notes/Comments

Actual Location (Select one and complete required information)

☒ LAUSD Site ☐ Other Site

LAUSD Site:

Other Site:

Actual Location Notes/Comments

Travel & Trip

Travel & Trip

Travel & Trip

With annual funding for transportation, the LAUSD is not providing a vehicle for the field trip. Please provide a vehicle for the field trip. ☐ Yes ☒ No

Do the field trip sponsor require a letter of liability insurance from LAUSD? ☐ Yes ☒ No

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 a Non-Athletic Field Trip

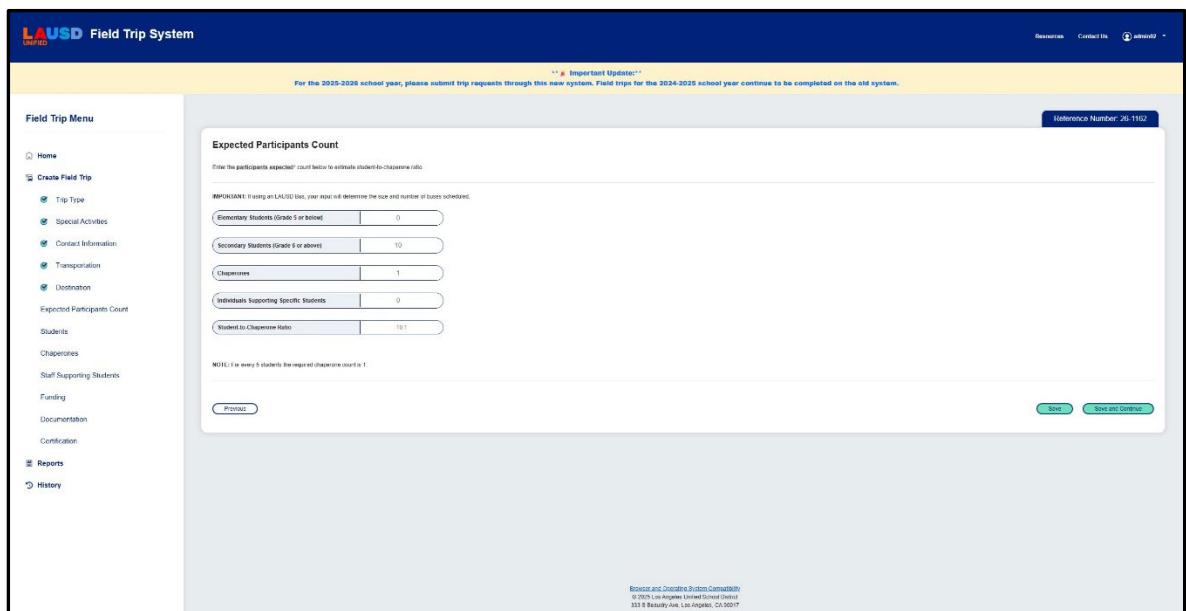
8. Under **Arrival Location**,
 - a. If **LAUSD Site** is selected, enter the school's name or the location code.
 - b. If **CA Colleges/Universities**, enter the pre-approved CA college or university name.
 - c. If **Other Site** is selected, enter the site name and address (e.g., 333 S Beaudry Ave., 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.

How to Request a Non-Athletic Field Trip

F. 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**.




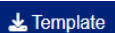
The screenshot shows the 'Expected Participants Count' form within the LAUSD Field Trip System. The form includes a sidebar menu on the left with options like Home, Create Field Trip, Trip Type, Special Activities, Contact Information, Transportation, Destination, Expected Participants Count (selected), Students, Chaperones, Staff Supporting Students, Funding, Documentation, Certification, Reports, and History. The main content area has a header 'Expected Participants Count' and a sub-header 'Enter the participants expected* count below to estimate student-to-chaperone ratio.' Below this, there are 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 1, 'Individuals Supporting Specific Students' with a value of 0, and 'Student to Chaperone Ratio' with a value of 10:1. A note states: 'NOTE: For every 5 students the required chaperone count is 1.' At the bottom, there are 'Print' and 'Save & Continue' buttons. A reference number '26-11102' is displayed in the top right corner.

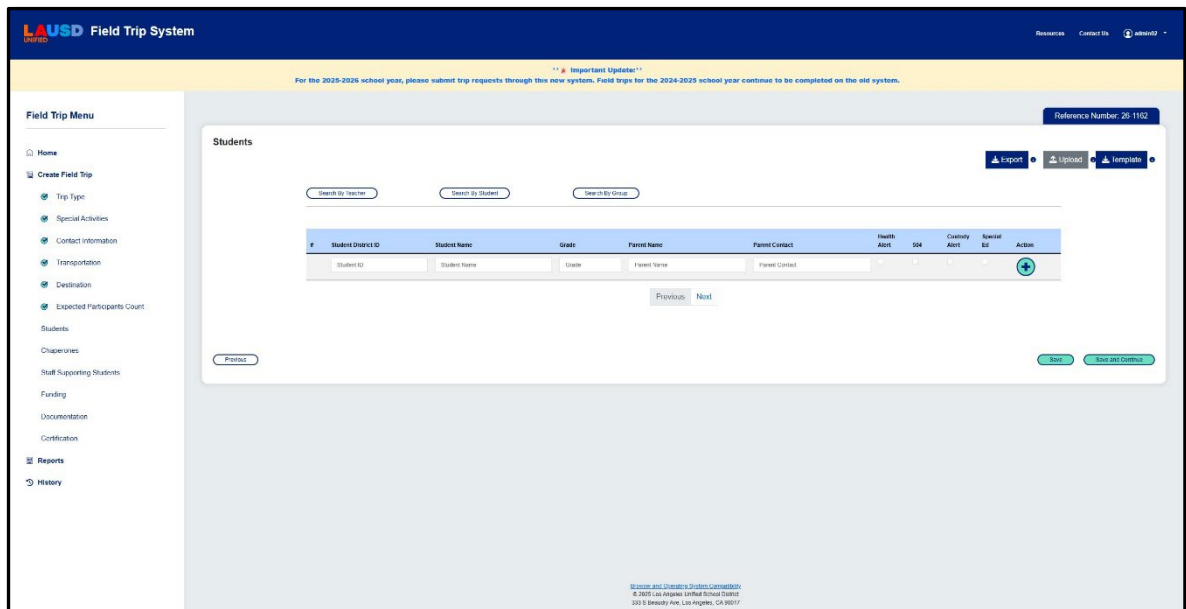
Important notes:

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

How to Request a Non-Athletic Field Trip

G. Students

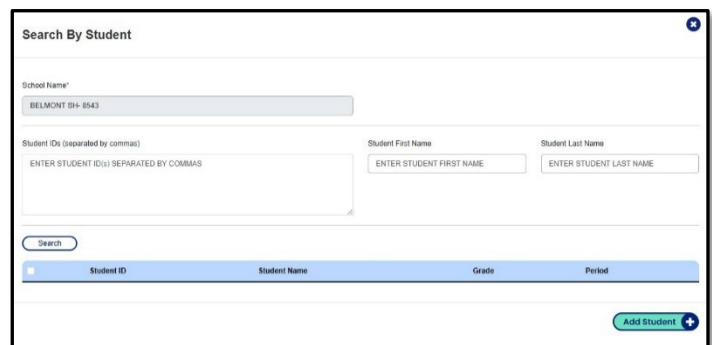
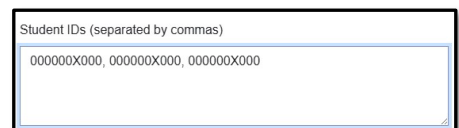
Click the **Export**  button to download the student roster as a CSV file. For uploading multiple students, use the **Template**  button to get the required template.



Search and add students for the trip using:

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

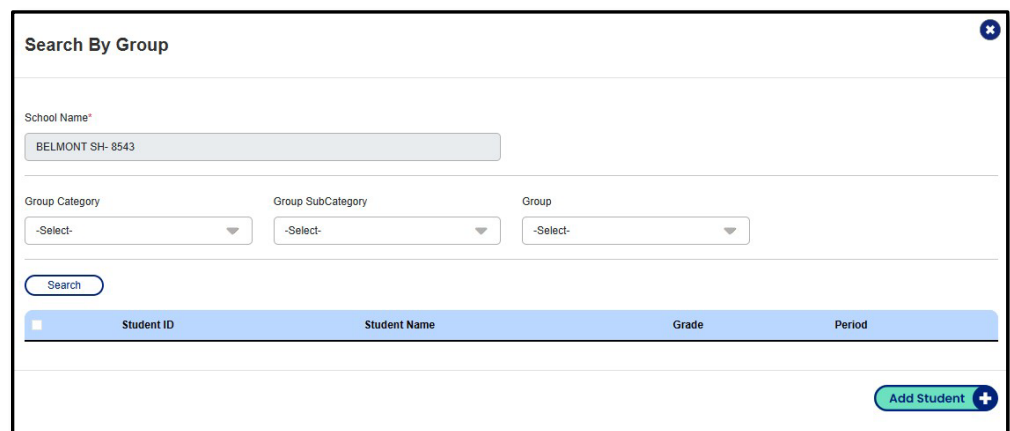
- Click the **Search By Student** button.
- Optionally, enter **LAUSD Student ID**, **Student First Name**, or **Student Last Name** to search using the provided criteria.
(TIP: An effective method to search

How to Request a Non-Athletic Field 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 +

How to Request a Non-Athletic Field Trip

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
<div>Add Student +</div>				

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	SMA	Custody Alert	Special Ed	Action
	Enter Student ID	Enter Student Name	Enter Grade	Enter Parent Name	Enter Parent Contact					+

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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.

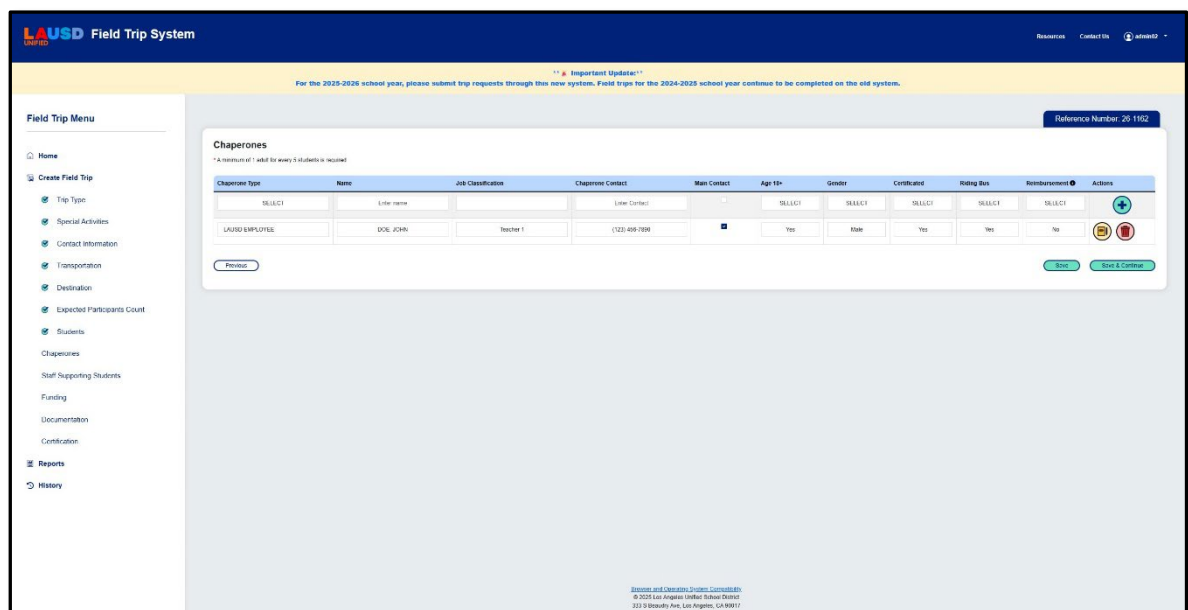
How to Request a Non-Athletic Field Trip

H. 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: 20 1162

Chaperones

*A minimum of 1 adult for every 25 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	BOLE, JOHN	Teacher 1	(722) 409-7008	<input checked="" type="checkbox"/>	Yes	Male	Yes	Yes	No	 

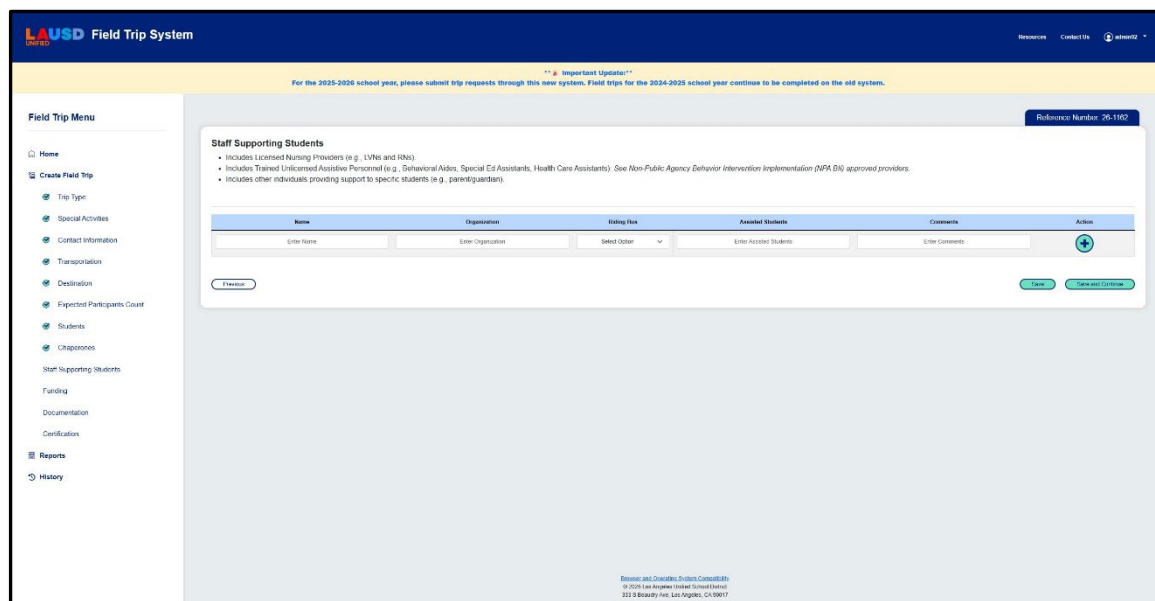
[Previous](#) [Save & Continue](#)

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How to Request a Non-Athletic Field Trip

I. Staff Supporting Students

1. Enter the following information for **Name** and **Organization**.
2. Select the **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**.



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

Staff Supporting Students

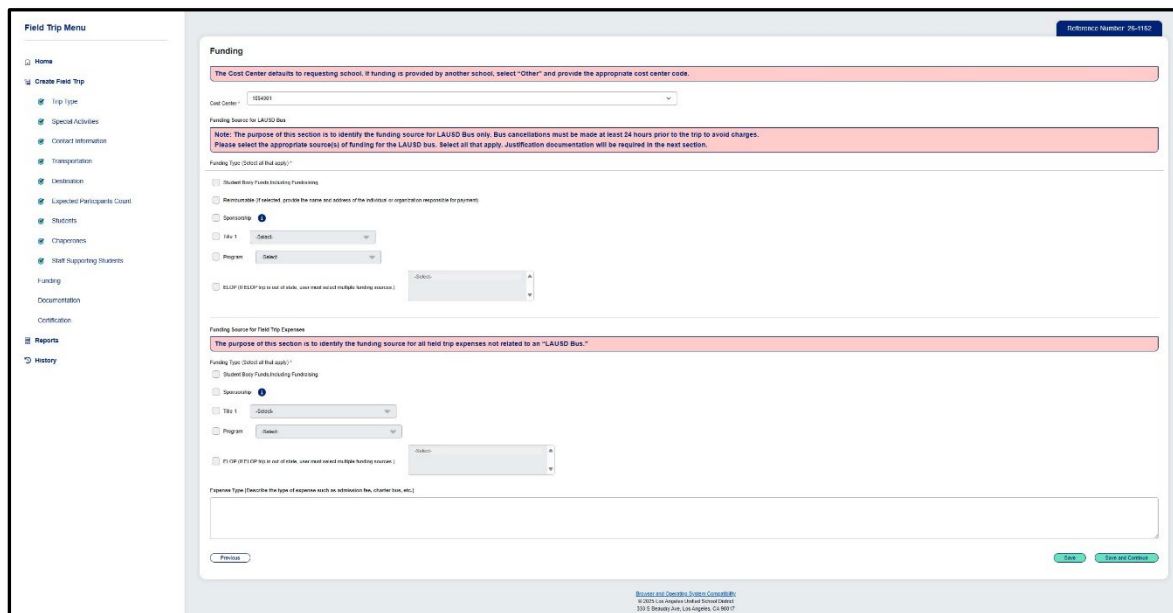
- Includes Licensed Nursing Providers (e.g., LVNs and RNs)
- Includes Trained Unlicensed Assistance Personnel (e.g., Behavioral Aides, Special Ed Assistants, Health Care Assistants). See Non-Public Agency Behavior Intervention Implementation (NPA-BII) approved providers.
- Includes other individuals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

Name	Organization	Riding Role	Assisted Students	Comments	Action
<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"/>	

Enterprise and Operating System Compatibility
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How to Request a Non-Athletic Field Trip

J. Funding

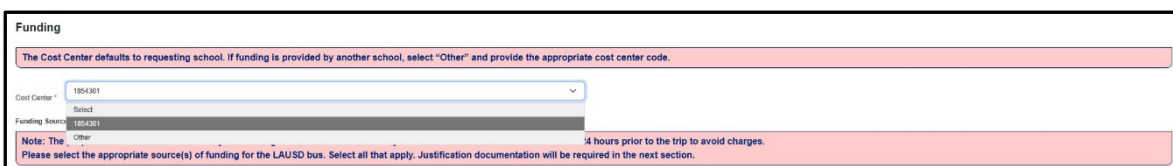


The screenshot shows the 'Funding' section of the LAUSD Field Trip Request Form. The form is titled 'Funding' and includes a red banner with the instruction: 'The Cost Center defaults to requesting school. If funding is provided by another school, select "Other" and provide the appropriate cost center code.' Below this, there is a 'Cost Center' dropdown menu with '1854301' selected. A note states: 'Note: The purpose of this section is to identify the funding source for LAUSD Bus only. Bus cancellations must be made at least 24 hours prior to the trip to avoid charges. Please select the appropriate source(s) of funding for the LAUSD bus. Select all that apply. Justification documentation will be required in the next section.' The 'Funding Type' section has a dropdown menu with 'Select all that apply' selected. Below this, there are checkboxes for 'Student Body Funds (including Fundraising)', 'Sponsorship', 'Title I', and 'Program'. The 'Funding Source for Field Trip Expenses' section has a red banner with the instruction: 'The purpose of this section is to identify the funding source for all field trip expenses not related to an "LAUSD Bus."' Below this, there is a 'Funding Source' dropdown menu with '1854301' selected. The 'Expense Type' section has a text area for describing the type of expense (e.g., admission fee, charter bus, etc.). At the bottom right, there are 'Previous' and 'Next' buttons.

Cost center

The **Cost Center** is pre-populated from the cost center code entered in **Contact > School Taking Trip > Cost Center**.

To change the cost center code, select **Other** from the dropdown menu and enter the new cost center code in the textbox.



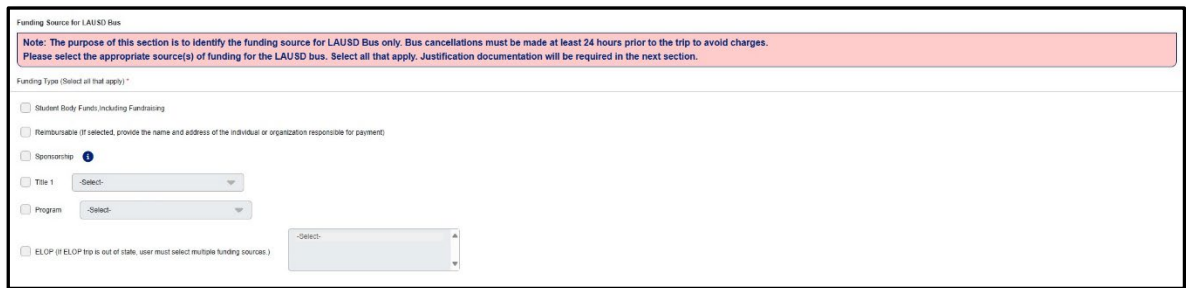
The screenshot shows the 'Funding' section of the LAUSD Field Trip Request Form. The form is titled 'Funding' and includes a red banner with the instruction: 'The Cost Center defaults to requesting school. If funding is provided by another school, select "Other" and provide the appropriate cost center code.' Below this, there is a 'Cost Center' dropdown menu with '1854301' selected. A note states: 'Note: The purpose of this section is to identify the funding source for LAUSD Bus only. Bus cancellations must be made at least 24 hours prior to the trip to avoid charges. Please select the appropriate source(s) of funding for the LAUSD bus. Select all that apply. Justification documentation will be required in the next section.' The 'Funding Type' section has a dropdown menu with 'Select all that apply' selected. Below this, there are checkboxes for 'Student Body Funds (including Fundraising)', 'Sponsorship', 'Title I', and 'Program'. The 'Funding Source for Field Trip Expenses' section has a red banner with the instruction: 'The purpose of this section is to identify the funding source for all field trip expenses not related to an "LAUSD Bus."' Below this, there is a 'Funding Source' dropdown menu with '1854301' selected. The 'Expense Type' section has a text area for describing the type of expense (e.g., admission fee, charter bus, etc.). At the bottom right, there are 'Previous' and 'Next' buttons.

Funding Source for LAUSD Bus

Select the appropriate source(s) of funding for the LAUSD bus. Justification documentation will be required in the Required Documentation section.

How to Request a Non-Athletic Field Trip

- **Student Body Funds, including Fundraising**
- **Reimbursable** (if selected, enter the name and address of the individual or organization paying for the trip).
- **Sponsorship** - Direct Paid (For example, the sponsor paid for the flights directly through the airline).
- **Title I** - Select an option from the dropdown menu
- **Program** - Select an option from the dropdown menu
- **ELOP** - Select an option from the dropdown menu. If ELOP trip is out of state, user must select multiple funding sources.



Funding Source for Field Trip Expenses (not related to LAUSD Bus)

Select the appropriate source(s) of funding for any other non-LAUSD Bus field trip expenses. Justification documentation will be required in the Required Documentation section.

- **Student Body Funds, including Fundraising**
- **Sponsorship** - Direct Paid (For example, the sponsor paid for the flights directly through the airline).
- **Title I** - Select an option from the dropdown menu
- **Program** - Select an option from the dropdown menu

How to Request a Non-Athletic Field Trip

- **ELOP** – Select an option from the dropdown menu. If ELOP trip is out of state, user must select multiple funding sources.



Funding Source for Field Trip Expenses

The purpose of this section is to identify the funding source for all field trip expenses not related to an "LAUSD Bus."

Funding Type (Select all that apply):


- ☐ Student Body Funds (including Fundraising)
- ☐ Sponsorship
- ☐ Title 1
- ☐ Program
- ☒ ELOP (if ELOP trip is out of state, user must select multiple funding sources.)

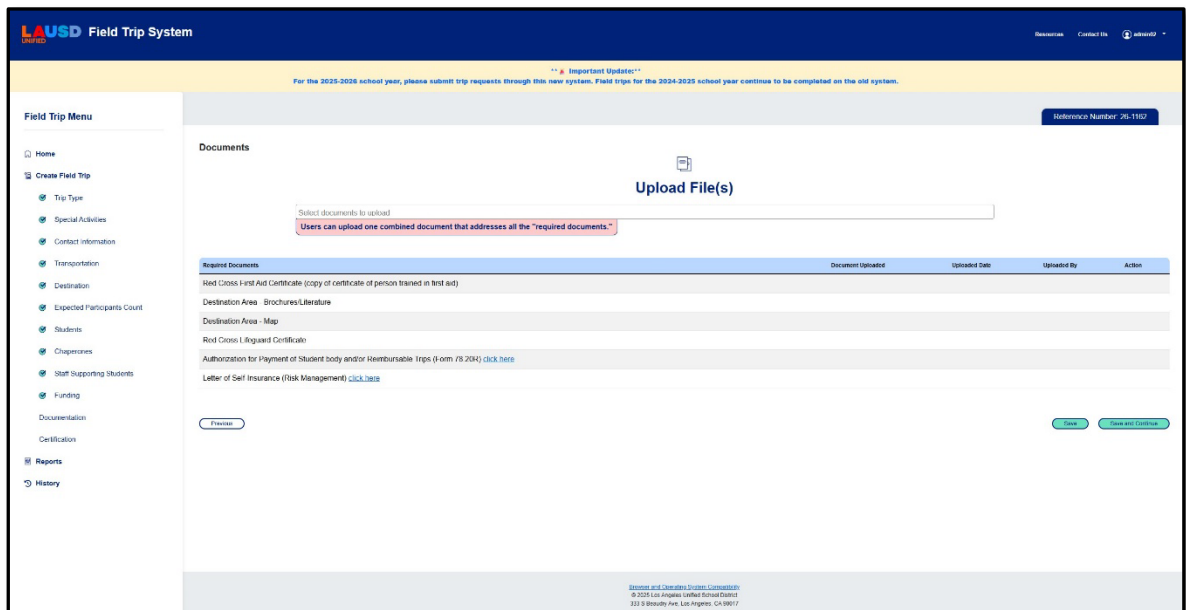
Expense Type (Describe the type of expense such as admission fee, charter bus, etc.)

Users have the option to input additional expense information, such as admission fees, charter bus costs, and more, in the **Expense Type** textbox.

How to Request a Non-Athletic Field Trip

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

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.

Home | Contact Us | LAUSD

Reference Number: 26-1162

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

Documents

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
Read Cross First Aid Certificate (copy of certificate of person trained in first aid)				
Destination Area - Brochures/Literature				
Destination Area - Map				
Read Cross L. Required Certificate				
Authorization for Payment of Student body and/or reimbursable trips (9/26/2024) click here				
Letter of Self Insurance (Risk Management) click here				

Preview

Save Save and Continue

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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.

How to Request a Non-Athletic Field Trip

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 a Non-Athletic Field 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.