How to Request a Non-Athletic Field Trip

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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.
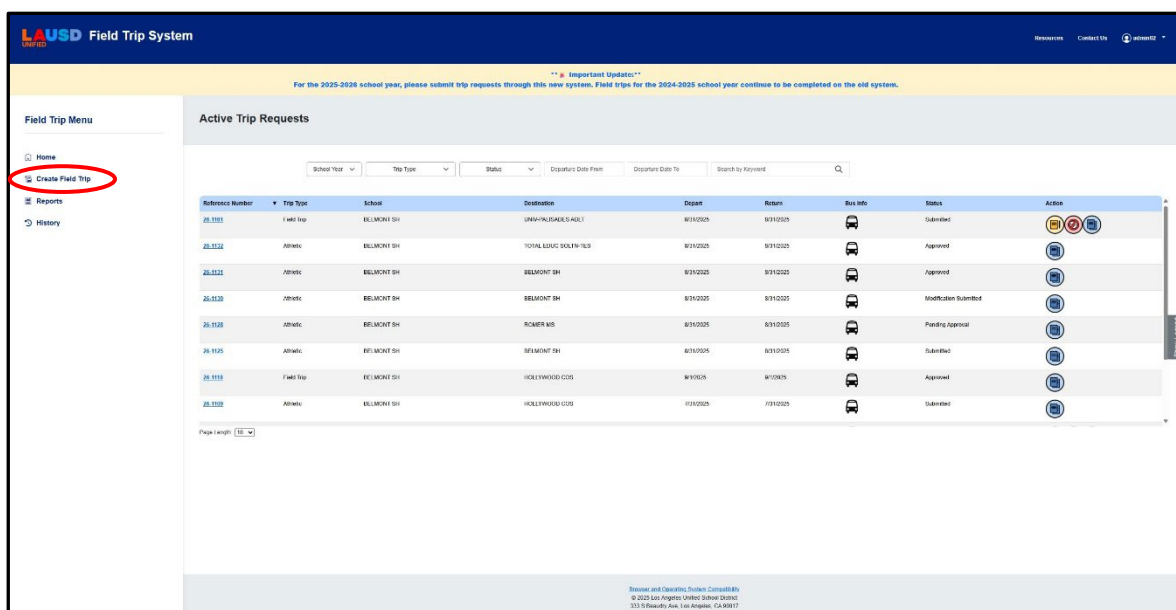
Important notes:

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**.

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

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**.

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 spe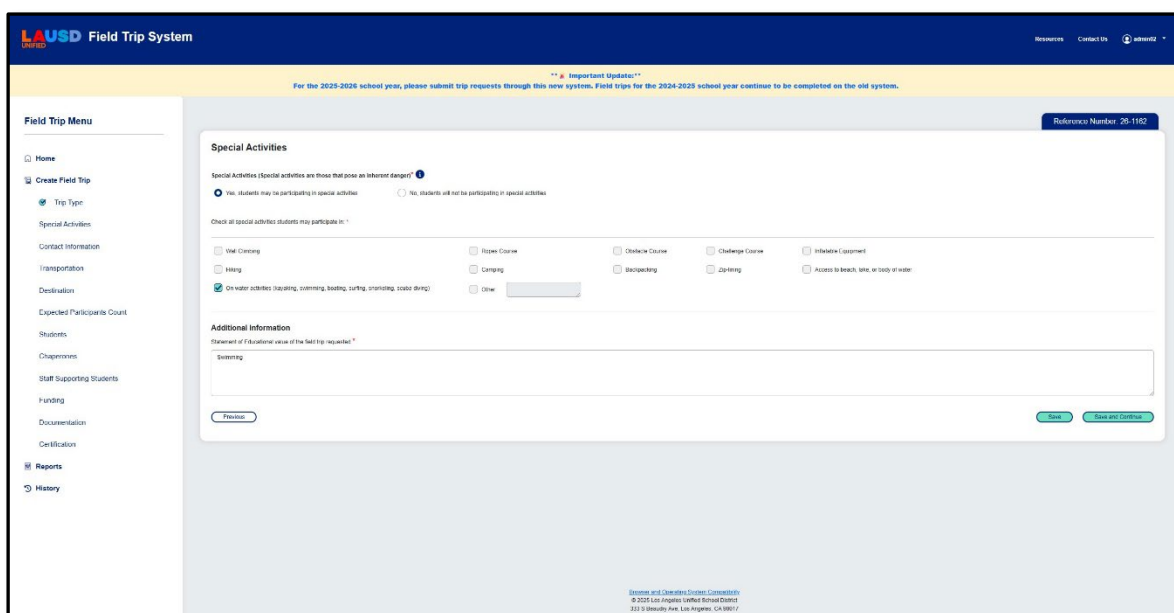cial activities students may participate in. Click on the **Save & Continue** button to proceed to **Contact Information**.

Important notes:

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

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

On navigating to the next screen, the green check will be enabled to indicate the validation was successful.
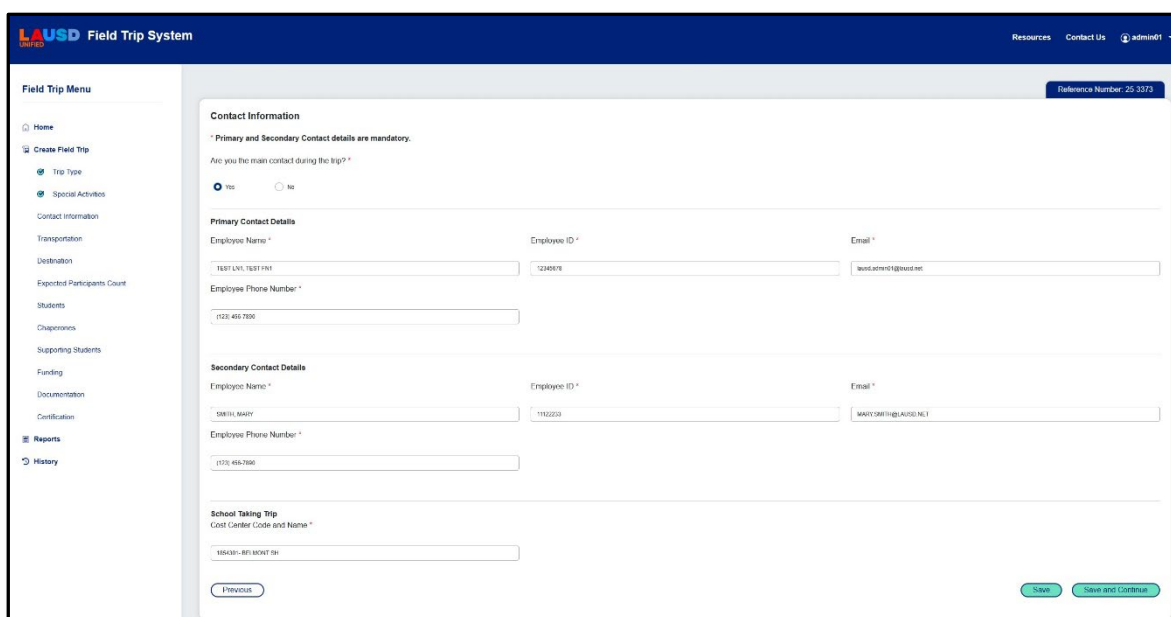
Previous button – Allows users to navigate to the previous page in the workflow.

An info icon❶ will display additional information on hover or click.

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.

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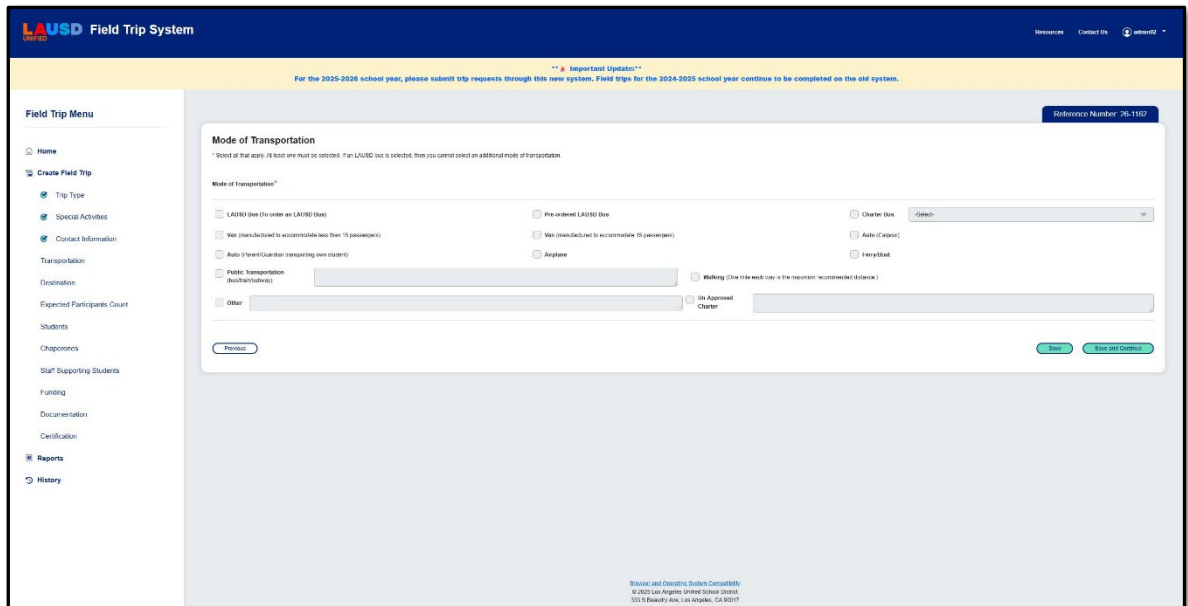
2. Enter the secondary contact information details, including **Employee Name, Employee ID, Email,** and **Employee Phone Number.**
3. Enter the **Cost Center Code** or **School Name** in the **School Taking Trip**.
4. Optionally, the requestor can assign an employee an edit access by entering the **Employee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

D. Transportation

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

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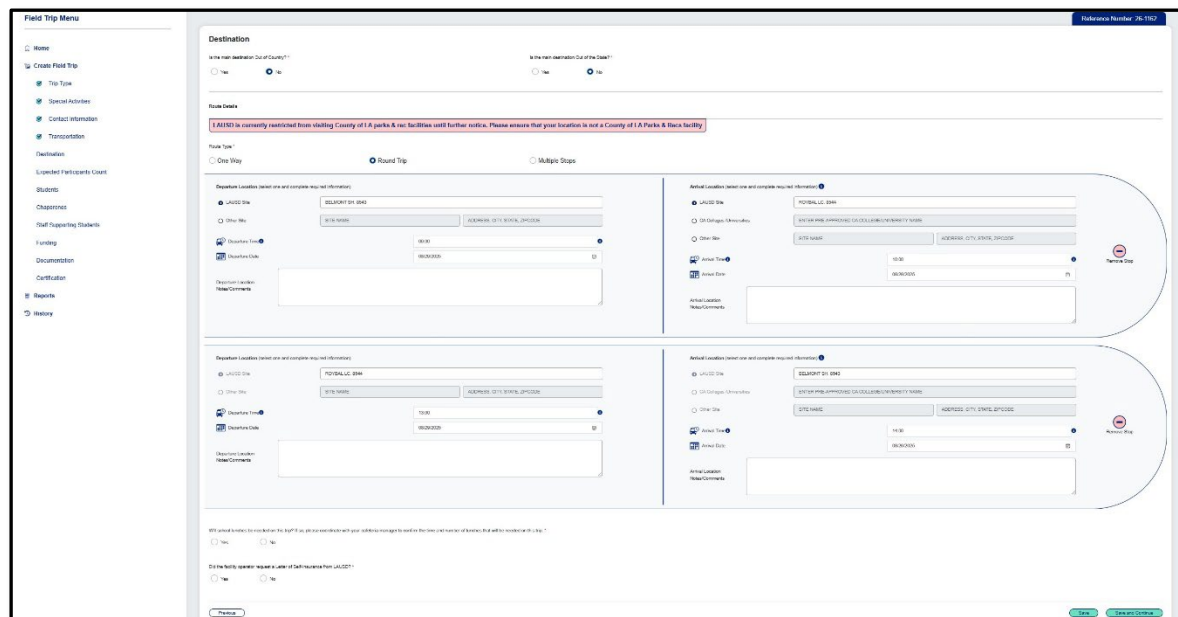
2. Click on the **Save & Continue** button to proceed to **Destination**.

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.

E. Destination

1. Select **Yes** or **No** in **Is the main destination Out of Country?**
2. Select **Yes** or **No Is the main destination Out of the State?**
3. Select **One Way, Round Trip or Multiple Stops** for the **Route Type.**
4. Under **Departure Location**,

   a. If **LAUSD Site** is selected, enter the school's name or the location code.

   b. If **Other Site** is selected, enter the site name and address (e.g., 333 S Beaudry Ave., Los Angeles, CA 90017).

5. Using your keyboard, enter the **Estimated Departure Time** (e.g., HH:MM) or click on the show time picker to select. Time is in 24-hour clock format.
6. Using your keyboard, enter the **Departure Date** (e.g., MM/DD/YYYY) or click on the show date picker to select.
7. Optionally, enter **Departure Location Notes/Comments** in the textbox.
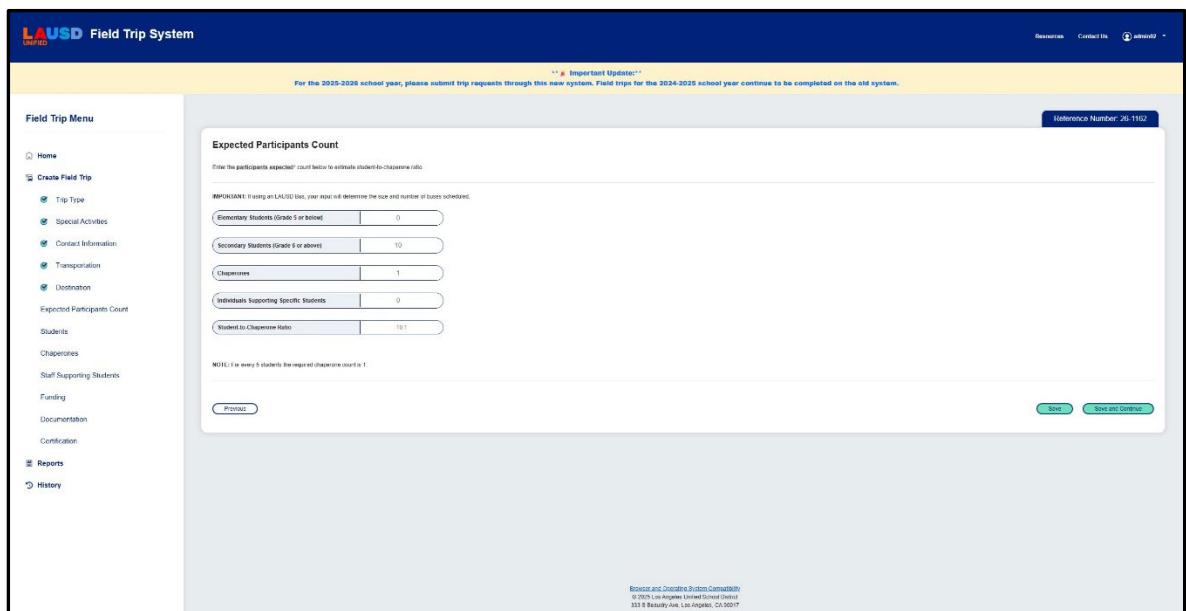
8. Under **Arrival Location**,
    a. If **LAUSD Site** is selected, enter the school's name or the location code.
    b. If **CA Colleges/Universities**, enter the pre-approved CA college or university name.
    c. If **Other Site** is selected, enter the site name and address (e.g., 333 S Beaudry Ave., 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.

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**.
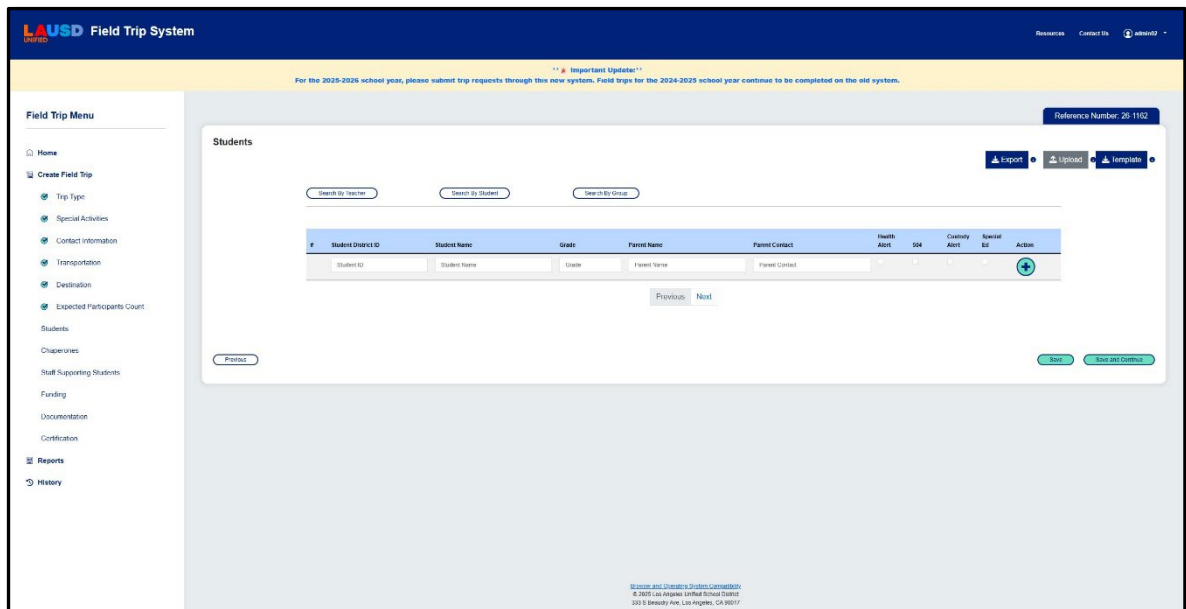
Important notes:

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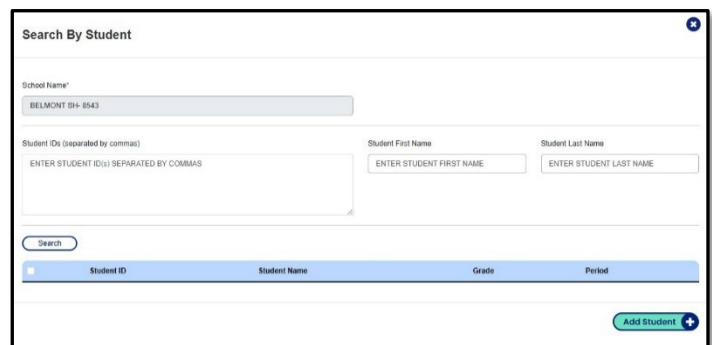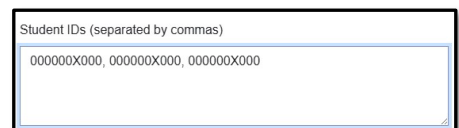
G. Students

Click the **Export** ⬇ Export button to download the student roster as a CSV file. For uploading multiple students, use the **Template** ⬇ 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.
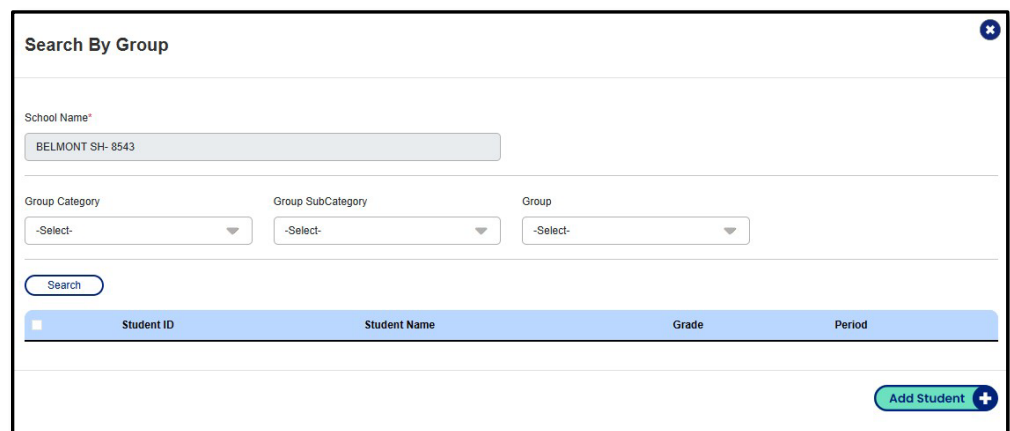
   a. Click the **Search By Student** button.

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

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

    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.

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	Grade Level	Period
ENTER EMPLOYEE ID or LASTNAME, FIRSTNAME	-Grade-	-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	☐	☐	☐	☐	⊕

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.
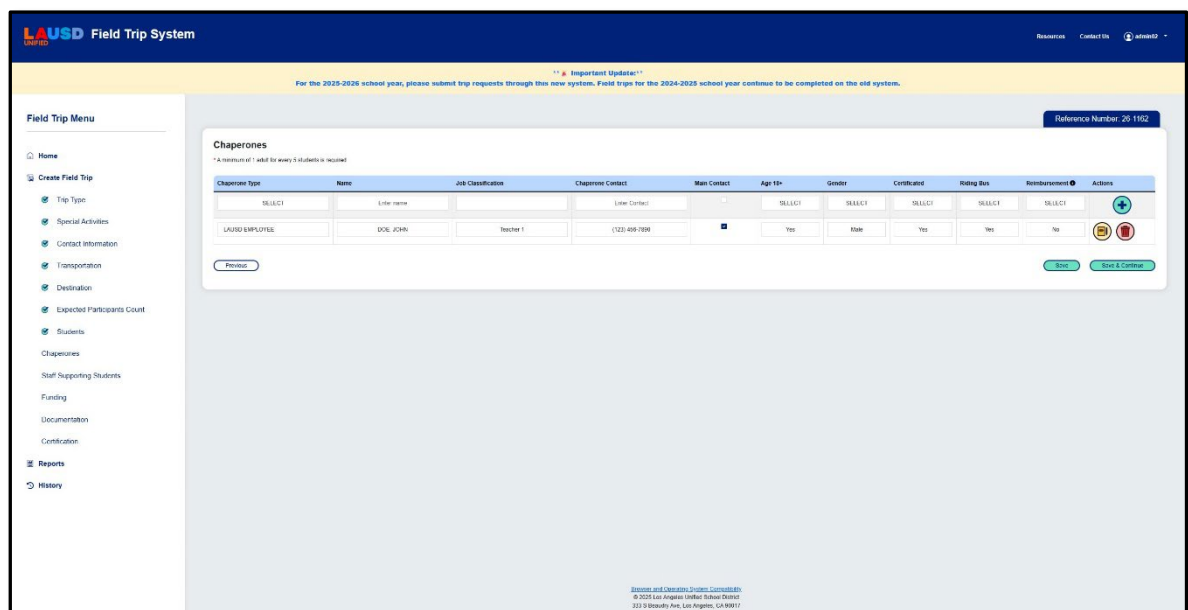
H. Chaperones

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**.
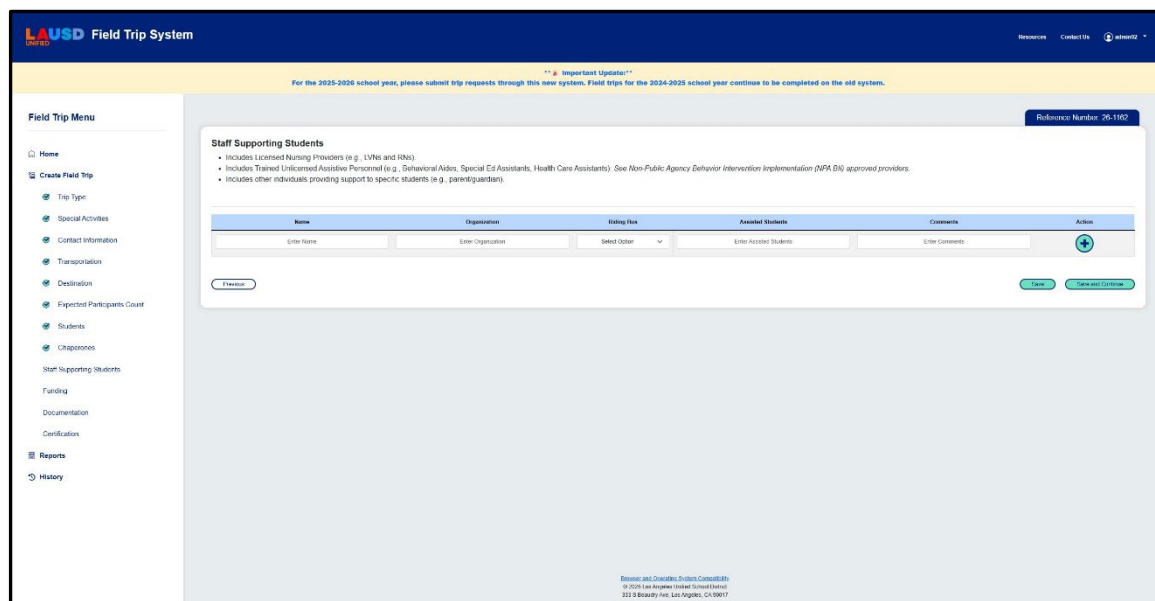
I. Staff Supporting Students

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**.

J. Funding

### 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.

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.

- **Student Body Funds, including Fundraising**

- **Reimbursable** (if selected, enter the enter the name and address of the individual or organization paying for the trip).

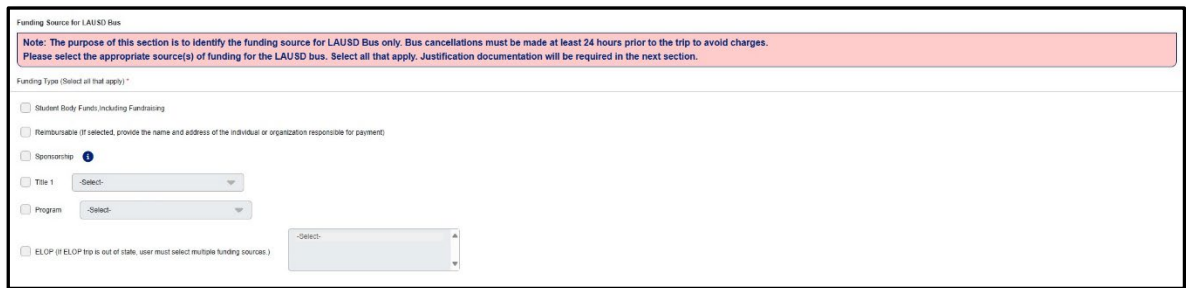- **Sponsorship** - Direct Paid (For example, the sponsor paid for the flights directly through the airline).

- **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

- **ELOP** - Select an option from the dropdown menu. If ELOP trip is out of state, user must select multiple funding sources.
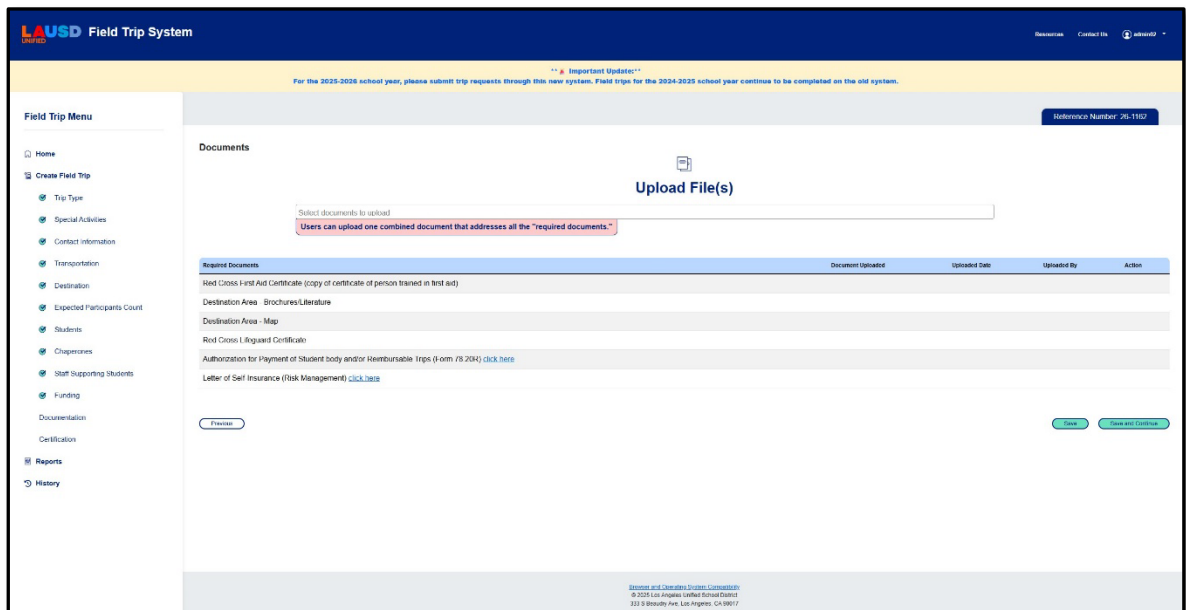
Users have the option to input additional expense information, such as admission fees, charter bus costs, and more, in the **Expense Type** textbox.

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**.

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.

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.