


General Information

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

























Trips that are currently awaiting approval may be deleted at any time. However, once the first approver has certified a trip, it can no longer be deleted. At that point, the only option is to cancel the trip, which is important for maintaining accurate records on the dashboard. This process ensures that all trip activities are appropriately tracked and accounted for.

Canceling a Field Trip Request

1. To cancel a field trip, the requestor must find the reference number and click on the **Cancel**  icon adjacent to a trip request that is in **"Submitted"**, **"Pending Approval"**, **"Approved"**, or **"Modification Submitted"** status.

Active Trip Requests

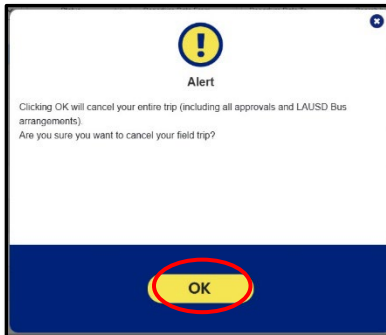
School Year: Trip Type: Status: Departure Date From: Departure Date To: Search by Keyword:

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action
25-3387	District Organized	GARFIELD SH, BELMONT SH	BREED ST EL	3/27/2025	3/27/2025		Draft	  
25-2322	Field Trip	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Modification Submitted	
25-3385	Field Trip	ITS-APPS-ENT APPSDEV	East LA College, ELAC, East Los Angeles College	3/27/2025	3/27/2025		Draft	  
25-3074	Field Trip	BELMONT SH	East LA College, ELAC, East Los Angeles College	3/27/2025	3/27/2025		Draft	  
25-2901	District Organized	GARFIELD SH, BELMONT SH	test	3/27/2025	3/27/2025		Submitted	  
25-2908	District Organized	GARFIELD SH, BELMONT SH	BREED ST EL	3/27/2025	3/27/2025		Modification Submitted	
25-2863	District Organized	GARFIELD SH, BELMONT SH	HAMILTON SH	3/27/2025	3/27/2025		Pending Approval	
25-2326	BTE Outdoor Ed	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Pending Approval	

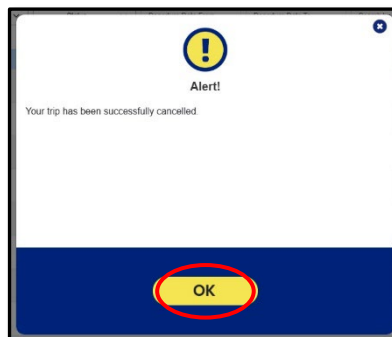
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Guide for Canceling or Deleting a Field Trip

2. Click the **Yes** button on the pop-up screen to cancel the selected field trip.




3. A notification window confirming that the field trip has been successfully canceled. Click the **OK** button to close. The **Status** in the dashboard will change to "**Cancelled**".



Important notes:

























To cancel your trip on an LAUSD bus, please do so at least 5 days in advance. If you need to cancel less than 5 days before your trip, call 1-800-LABUSES to confirm your cancellation and to prevent any charges. Please note that late notifications may result in costs for your school if a bus has already been dispatched.

Deleting a Field Trip Request

- To delete a field trip, the requestor must find the reference number and click on the **"Trash can"**  icon adjacent to a trip request that is in **"Draft"** status.

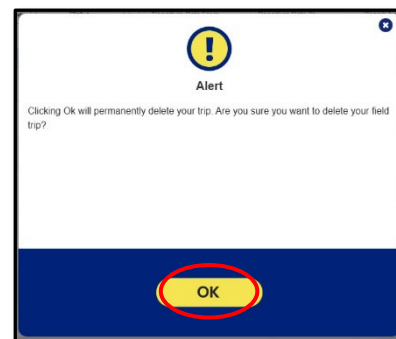
Active Trip Requests

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

Reference Number	Trip Type	School	Destination	Depart	Return	Bus Info	Status	Action
25-3387	District Organized	GARFIELD SH, BELMONT SH	BREED ST EL	3/27/2025	3/27/2025		Draft	  
25-2932	Field Trip	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Modification Submitted	
25-3385	Field Trip	ITS-APPS-ENT APPSDEV	East LA College, ELAC, East Los Angeles College	3/27/2025	3/27/2025		Draft	  
25-3074	Field Trip	BELMONT SH	East LA College, ELAC, East Los Angeles College	3/27/2025	3/27/2025		Draft	  
25-2901	District Organized	GARFIELD SH, BELMONT SH	test	3/27/2025	3/27/2025		Submitted	  
25-2908	District Organized	GARFIELD SH, BELMONT SH	BREED ST EL	3/27/2025	3/27/2025		Modification Submitted	
25-2885	District Organized	GARFIELD SH, BELMONT SH	HAMILTON SH	3/27/2025	3/27/2025		Pending Approval	
25-2938	8TB Outdoor Ed	BELMONT SH	LIGHT STREET SPED SOL	3/27/2025	3/27/2025		Pending Approval	

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- Click the **OK** button on the pop-up screen to delete the selected field trip.



- A notification window confirming that the field trip has been successfully deleted. Click the **OK** button to close. The trip reference number will be removed from the dashboard.

