Frequently Asked Questions

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General Information

What is the Field Trip application?

Field Trip is LAUSD's integrated field trip management system for requesting and approving field trips as well as scheduling an LAUSD bus, when needed. The system improves student safety through consistent and transparent documentation. Key features include:

- Schools request a trip and schedule their LAUSD bus in one place
- Approvers certify online
- Dashboard tracks a trip's status
- Requestors and approvers can review or print trip summaries at any time

How will schools be trained?

- In depth training videos are available via My Professional Learning Network (MyPLN).

- Schools/users can visit the Field Trip resource page for a variety of job aids and field trip contacts

Can I still submit the field trip request using the paper process?

No, as of Fall 2021, everyone must use the field trip site.

What are the system requirements for Field Trip?

Field Trip is compatible with Windows 7-10, Mac OSX 10 and later, Android 5.0 and later, and iOS 10 and later. It requires browser versions Chrome 60+, Edge 11+, Firefox 55+, or Safari 10+, and a minimum screen resolution of 765 x 1000 pixels.

What browser should I use?

Chrome is recommended for optimal performance.

Do I need to be on an LAUSD computer to use the system?

No. You can use the Field Trip application from any desktop computer or mobile device with internet access.

Where can I provide feedback for future enhancements to the system?

Feedback is welcome! We would like to hear what is working for you and what is not. You may send feedback to fieldtrip@lausd.net.

I would like to take the same field trip next year. Do I have to apply for it all over again?

Yes, you will need to submit a new field trip application each year. However, you can download the summary page of trip details as a PDF for reference in the following year. To save it as a PDF, go to the user dashboard, find the field trip reference number, click on the Summary icon, and then click the print icon to print it as a PDF.

Why do we need an online field trip system?

The online system expedites the field trip request process and sends automated emails to inform requestors and approves of the necessary steps. The system also ensures that all field trip information is readily available to the District Administration in case of an emergency.

Will our current roles rollover to the new system?

Yes, your current roles will be transferred to the new system. ITS has reviewed all user roles with stakeholder departments to ensure the list is accurate. If your role does not carry over, please email or contact us for assistance.

Was there any change to health forms needed each trip?

No, the "Field Trip Personal Health History" and "Field Trip Permission Slip" forms remain unchanged. However, the "Field Trip Permission Slip" is now integrated into the Parent Portal, allowing parents to submit responses online. A user guide for this is available on our Resources page.

Will a reviewer receive notifications if they have a field trip pending their review?

Yes, reviewers will receive email notifications at the following stages:

- When a field trip is submitted.

- When/If the trip's departure is within 5–14 days, a reminder will be sent.

- If the trip's departure is within 5 days and still awaiting approval, daily reminders will be sent.

Where can I access the presentation from the Requestor and Approver webinars?

Yes, these resources will be available on the Field Trip Resources page: Field Trips – Risk Finance and Insurance Services – Risk Finance and Insurance Services.

Can you change the destination address after you have submitted a field trip request?

Once a field trip request is submitted, the destination address cannot be changed. To modify the address, you can clone the trip instead. Please see "How to Edit, Modify, or Clone a Field Trip Request" for details.

Accessing Field Trip

How do I get access?

For requestors:

To request a field trip, any LAUSD employee can log onto fieldtrip.lausd.net with their single sign-on (SSO) and fill out a field trip request.

For approvers:

- Principals and Assistant Principals (APs) automatically have approval roles.
- Nurses must be added by their principal through the Principal's Portal (refer to the next question below).
- Regional Superintendents, Administrators of Operations (AO's), Directors, and Operation Coordinators automatically have approval roles.
- System administrators are responsible for updating approvers for all other offices. If you need access as an approver for your division, please email ifieldtrip@lausd.net.

How do I certify or approve a field trip request?
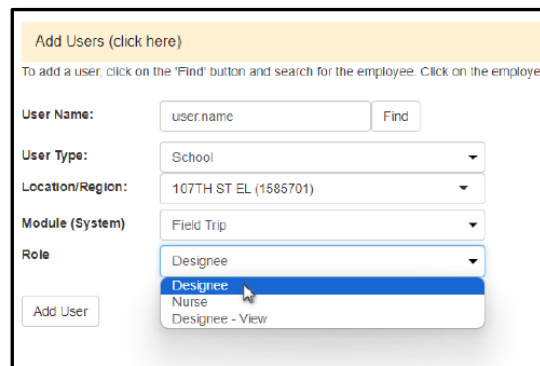
Refer to the "How to Certify or Approve a Field Trip Request" user guide found here https://www.lausd.org/Page/15087.

Can a principal select a designee to review and approve trips?

Yes, the Principal must assign them the designee role through the Principal's Portal.

- To add a designee, go to Principal's Portal>Tools>User Manager (Note: if you don't see "Tools" at the top right, click Log In)
- The Principal has the option to grant Field Trip Designee access to specific individuals at the school, such as the SAA.
- Those designated as Field Trip Designees will have the same viewing and approval authority as the Principal.

Dashboard and Trip Status

Can I see all the trips that are requested at my school?

The information available depends on your level of access:

- A requestor's dashboard will display all the trips they have requested.
- A Principal's dashboard will show all the trips requested for their school.
- A Local District administrator's dashboard will provide a list of all trips requested for the schools under their jurisdiction.
- An Athletic Director's dashboard will include all athletic trips for their school, as well as any other trips they have requested.

What happens if my trip request is denied?

Review the comments from the certifier who denied the request (to see comments, go to the Dashboard, open the Summary, and find the approver's comments). If the issue can quickly be addressed, you can clone the trip, make necessary adjustments, and submit again.

How do I cancel a trip?

Non-Athletic Trips, Tournaments, and Playoffs: To cancel a trip from the dashboard, select the trip and click the "Cancel" button. Please note that this cancellation is final. If your trip includes an LAUSD bus and you cancel at the last minute, it is important to follow up with a confirmation call to Transportation; otherwise, you may be held responsible for bus charges. For trips that are less than 48 hours away, cancellations must be made directly with Transportation at 1-800-LA-BUSES.

Athletic Contests (League and Non-League Games): Since these requests usually involve multiple dates, cancellations should be done in the modifications tab. Locate the date you wish to cancel and change the number of buses to "0." Refer to the "How to Cancel or Delete a Field Trip" document for more information.

What is the difference between canceling and deleting a trip?

Trips pending approval can be deleted. Once the first approver certifies the trip, it can only be canceled to maintain a record in the dashboard. Refer to the "How to Cancel or Delete a Field Trip" document for more information.

Submitting a Request

Why is a cell phone number required for the main contact?

If there is an emergency, communication with the group's point of contact is critical.

We plan to stop at multiple locations. Do I have to request a separate trip for each stop?

No. To select multiple stops, choose "Multiple Stops" in the "Route Type" field in the Destination screen. When you click the "Add Stop" button, an additional grid for locations will appear. Depending on the number of stops you add, you'll see details labeled as Arrival Location 1, 2, 3, etc. Please designate one of the arrival locations as the Main Destination. Be sure to include the location name and address and upload a schedule or itinerary document. Refer to the "How to Request a Non-Athletic Field Trip" or "How to Request an Athletic Trip" documents for more information.

Multiple classes are going on the trip. Do I have to submit separate requests for every class?

No. If all the students attend classes on the same day and at the same time, please add them to the same request. Search for each class to include it in the roster. If you are submitting for an entire grade, you can upload everything at once. Refer to the "How to Request Non-Athletic Field Trip" or "How to Request an Athletic Trip" documents for more information.

How can I add students to the field trip request?

Users can add students to field trip requests by searching by Teacher, Student's name or ID, or by Group. Users can also use the provided template to upload the student IDs. For more information, please refer to the " How to Request an Athletic Trip" user guide.

I want to submit a trip early to reserve a bus, but I don't know all the chaperones and/or students yet. Can I still submit the trip early?

Yes. You can submit the request if you indicate the total number of students and chaperones in the Participant Summary section; these counts are important for the Principal to assess the student-to-chaperone ratio and the Transportation Division to ensure adequate buses for your trip. The requestor will be responsible for inputting and/or updating the participant rosters as soon as the information is available so the nurse can review them.

I have some additional documentation that may help approvers as they review my trip. Can I add them to my trip request?

Yes. You can upload any documents you want in the documents section. Documents that must be uploaded based on trip details are listed as required, but non-required documents can also be included.

Once I submit a trip, can I make edits?

To edit your trip, ensure no approver has certified it and that it is in "Draft" or "Submitted" status. Once an approver certifies it, you can no longer edit it. Refer to the "How to Modify, Edit, or Clone a Field Trip Request" reference guide for more information.

How long will it take to process a field trip request?

While the goal is 30 days, actual processing time may vary depending on the availability of reviewers.

What if my computer system crashes when I am completing a field trip request?

The system automatically saves your progress when you move to the next module. If there is a timeout or the system crashes, you can continue from where you left off with minimal loss.

Will the new platform require requestors to fill in all information without skipping sections?

Yes, some sections are mandatory before you can proceed. This ensures that all necessary information is provided for approval.

Will there be an alert if a requestor enters a trip not on the approved list of field trips as opposed to allowing them to continue through the process?

There is no longer a pre-approved list for field trips (except for CAP field trips). Field trips are now reviewed based on the scope of activities that will occur during the trip.

CAP field trips have their own pre-approved site list that includes art-related field trip destinations. CAP field trips have a separate pre-approved site list due to the funding guidelines of the program. For more information regarding the CAP pre-approved site list, you may reach out to your school's CAP Champion for additional information.

I have a CSPP class on my campus with a different location code. When I am trying to add students from the program, they do not populate because they are not in MiSiS. I have been giving the nurse the list of students to check and noting this information in iField Trip. Will there be a change for next year?

For students not yet entered in MiSiS (e.g., CSPP), requestors must manually enter student information such as name, health alerts, etc.

Can I update the cost center code in the funding section if my school is not the primary funding source?

Yes, you can manually enter a different cost center code in the funding section. Supporting documentation will be required when changing the funding source.

Is additional information needed if a non-LAUSD bus is selected?

If you're using a non-approved charter bus, a certificate of insurance from that charter bus company is needed.

Please note that using a pre-approved charter bus is recommended to streamline your field trips approval process.

Are brochures and itinerary required for all trips?

Brochures and itineraries are required based on the scope of activity that will occur during your field trip. The system will notify you what documents are required for you to upload.

Modifications

Does the principal need to approve modification requests?

No. When you submit the modification, there is a statement in which you acknowledge that you have discussed changes with your administrator, thus waiving the need to have them approve the modification. Refer to the "How to Modify, Edit, or Clone a Field Trip Request" document for more information.

Why should I request a modification and not just request a new trip?

A modification is appropriate for small changes, such as adjusting departure or return times, adding a stop, or altering the number of buses. A modification will require fewer approvals than a new request. Refer to the "How to Modify, Edit, or Clone a Field Trip Request" document for more information.

The students attending the field trip are going to change. Do I need to request a modification?

No. Student participant names can be updated in the system without modification. However, you should inform your nurse if they have already approved the request. Refer to the "How to Modify, Edit, or Clone a Field Trip Request" document for more information.
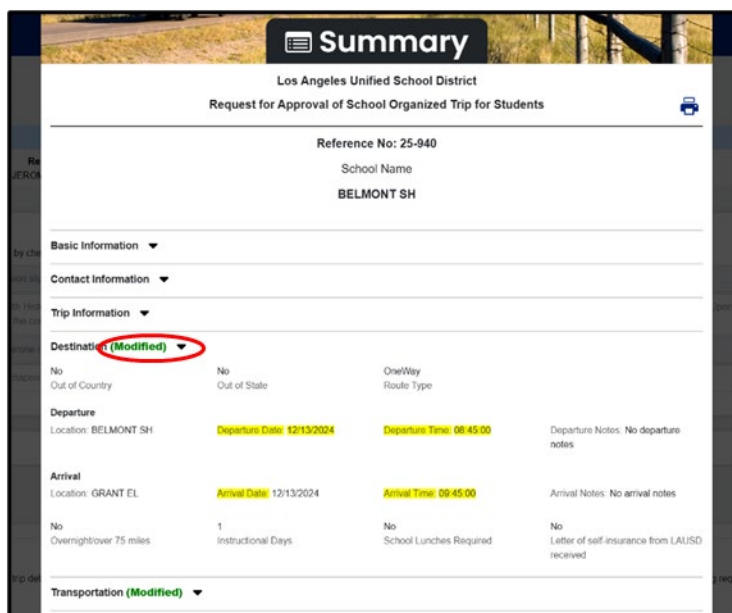
We have a last-minute change in who is chaperoning the trip. What should I do to avoid delays? Do I need to submit another field trip request?

You can submit a modification documenting the change in the primary contact person, and it will be automatically approved in the system. There are no delays in this process. Additionally, you can update the roster for all other chaperones at any time without needing a modification. Refer to the "How to Modify, Edit, or Clone a Field Trip Request" document for more information.

I have made several modifications to my field trip request but forgot some of the details. Is there somewhere I can look to verify the changes I made and whether they were accepted?

Yes. All modifications made are highlighted in the Summary Page. For more information, please refer to the "How to Modify, Edit, or Clone a Field Trip Request" document.

I want to submit a modification, but I can't find the modification button. What should I do?

If your trip was not approved by at least one approver aside from the 'Principal,' the modification button will not be visible. You cannot submit a trip modification request unless the trip was submitted and approved by at least one certifier. For more information, please refer to the "How to Modify, Edit, or Clone a Field Trip Request" document.

I modified my trip and the change was accepted. Now I realize I need to make another change. What do I do?

You can request multiple modifications for your field trip. After one modification has been accepted, you can submit another request. To do this, locate the field trip reference number in your dashboard, find the modification button, and submit your request with the new information you wish to update. For additional details, please refer to the "How to Modify, Edit, or Clone a Field Trip Request" document.

My modification request was not accepted. Unfortunately, my original request plan is no longer feasible. What should I do?

You need to cancel the original trip, as a modification request does not automatically cancel it. For additional details, please refer to the "How to Cancel or Delete a Field Trip" document.

How do I cancel a trip for an athletic contest?

Since many athletic contest (League/Non-League) requests are for multiple dates, cancellations should be made in the modification tab. Find the date you want to cancel and change the number of buses to "0". For additional details, please refer to the "How to Modify, Edit, or Clone a Field Trip Request" document.

I no longer need two buses. How do I cancel one?

Locate the field trip reference number in your dashboard, find the modification button, and change the number of buses from "2" to "1" on the Transportation screen. Please refer to the "How to Modify, Edit, or Clone a Field Trip Request" document for additional details.

Is it possible to change more than a single field in a modification request?

Yes, multiple fields can be changed in a modification request. For example, a requestor may want to change the date and time and add a stop along the route. For additional details, please refer to the "How to Modify, Edit, or Clone a Field Trip Request" document.

I submitted a trip request, and no one has approved it yet, but now I realize I would like to make a change. Should I request a modification?

No. If no one has yet certified the trip, you can go into your original request, click on the Edit button, change the desired field, and submit the request again without having to request a modification. For additional details, please refer to the "How to Modify, Edit, or Clone a Field Trip Request" document.

When should a field trip request be submitted?

In-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.

Field Trip Permission Slips

Are the full health forms still required for EACH trip or is there an update form that can be used to verify there has been no change?

Yes, the "Field Trip Personal Health History" and "Parent's or Guardian's Permission for a Field Trip and Authorization for Medical Care" forms are still required.

Newly, parents/guardians can submit the permission form via the Parent Portal. The health history form remains manual for now, but updates are coming soon.

How are parents notified of the field trip permission slip available in Parent Portal?

System notifications are not enabled for this feature yet, so requestors will have to modify their current communication to parents informing them of upcoming field trips to let them know they have the option to complete the permission slip in Parent Portal. A user guide on how to do this is also available on our Resources page.

Other

Is there a reminder or checklist to guide principals before approving a trip?

Part I - Reminders:

Yes, reviewers will receive email notifications at the following stages:

- When a field trip is submitted.

- When/If the trip's departure is within 5–14 days, a reminder will be sent.

- If the trip's departure is within 5 days and still awaiting approval, daily reminders will be sent.

Part II - Checklist

Principals and/or their designees are required to check-off statements before approving a field trip. These statements will be found in the certification tab of the field trip they are reviewing.