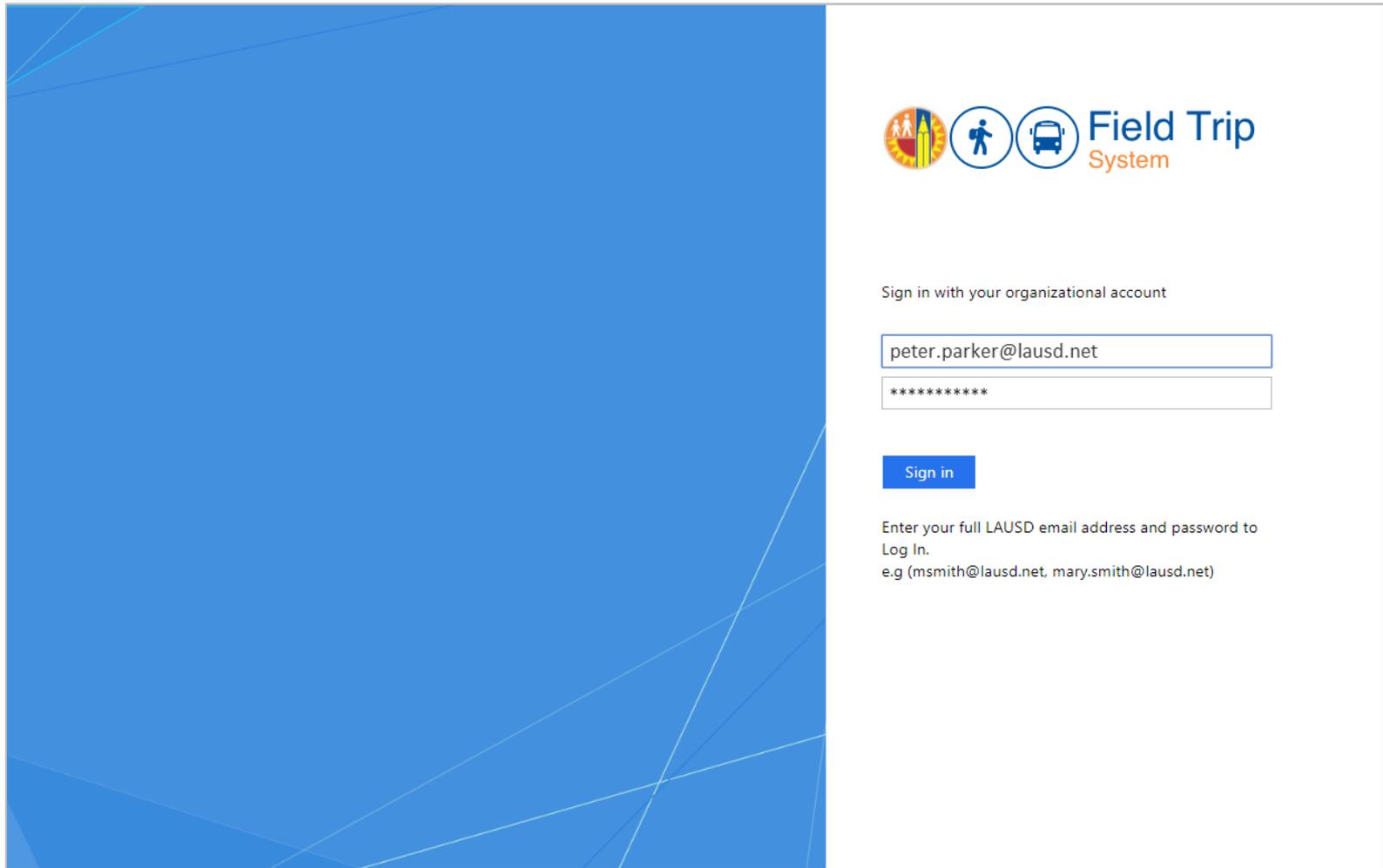


**How to request league/non league
athletic trips using ifieldtrip.lausd.net**

From your browser, type in the address ifieldtrip.lausd.net, then log in using your LAUSD single sign-on



 **Field Trip**
System

Sign in with your organizational account

[Sign in](#)

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)

From the dashboard, click on “Create New Request”

School Year: 2019-20 Approved By: --Select-- [Calendar View](#)

Showing 0 to 0 of 0 entries Search:

RefNo	School	Destination	Trip Start	Status										
				LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Title 1	Local District
No data available in table														

Show 5 entries [First](#) [Previous](#) [Next](#) [Last](#)

[Create New Request](#) [Clone](#) [Cancel](#) [Delete](#) [Report](#)

Click on the appropriate radio button to indicate if you will be the main contact during the trip. If you are the main contact, your information will auto-populate. If another employee will be the main contact, manually enter the contact info.

Contact Information Destination Participants Transportation Documents Certification [Dashboard](#)

Contact Information

Are you the main contact during the trip?*

Yes No

Main Contact Details*

Employee Name: PARKER, PETER

Employee ID: 00999999

Employee Cell#: (310) 555-5555

School Taking Trip*

Cost Center Code: GARDENA SH 1866401

[Next](#)

A cell # is required in the event of an emergency

Select “Athletic” for type of trip and “League/Non-League (in Season)” for the type of athletic trip.

Contact Information Destination Participants Certification Dashboard

Destination

1 2

Type of Trip*

- Non-Athletic
- Athletic

Which Type of Athletic Trip?*

- Tournament
- League/Non-League (in Season)
- Playoff/Championships

Next

Select sport and level. Then add rows to enter the dates, times and destinations of the season's league/non-league games

Contact Information
Destination
Participants
Certification

Dashboard

Destination

1 2

League/Non-League Information

+ Add Rows
Delete Rows

Sport:*

Level:*

<input type="checkbox"/>	Depart Date*	Day*	Depart Time*	Depart Info <small>(special instruction, if needed)</small>	Destination For help finding address*	Destination Info <small>(special instruction, if needed)</small>	Return Time*	
<input type="checkbox"/>	09/12/2019	THURS	09:00 AM	<input type="text"/>	<input checked="" type="radio"/> LAUSD Site <input type="radio"/> Other Site	BELL SH,4328 BELL AVE,BELL, CA,90201	<input type="text"/>	09:00 AM
<input type="checkbox"/>	09/18/2019	WED	01:30 PM	<input type="text"/>	<input checked="" type="radio"/> LAUSD Site <input type="radio"/> Other Site	BANNING SH,1527 LAKME AVE,WILMINGTON, CA	<input type="text"/>	06:00 PM
<input type="checkbox"/>	09/19/2019	THURS	01:30 PM	<input type="text"/>	<input checked="" type="radio"/> LAUSD Site <input type="radio"/> Other Site	ROOSEVELT SH,456 S MATHEWS ST,LOS ANGELE	<input type="text"/>	06:00 PM
<input type="checkbox"/>	09/27/2019	FRI	01:30 PM	<input type="text"/>	<input checked="" type="radio"/> LAUSD Site <input type="radio"/> Other Site	SAN PEDRO SH,1001 W 15TH ST,SAN PEDRO, CA,	<input type="text"/>	06:00 PM
<input type="checkbox"/>	10/02/2019	WED	01:30 PM	<input type="text"/>	<input checked="" type="radio"/> LAUSD Site <input type="radio"/> Other Site	NARBONNE SH,24300 S WESTERN AVE,HARBOR I	<input type="text"/>	06:00 PM
<input type="checkbox"/>	10/07/2019	MON	01:30 PM	<input type="text"/>	<input checked="" type="radio"/> LAUSD Site <input type="radio"/> Other Site	RANCHO DOMNGZ PREP,4110 SANTA FE AVE,LOI	<input type="text"/>	06:00 PM
<input type="checkbox"/>	10/11/2019	FRI	01:30 PM	<input type="text"/>	<input checked="" type="radio"/> LAUSD Site <input type="radio"/> Other Site	CARSON SH,22328 S MAIN ST,CARSON, CA,9074E	<input type="text"/>	06:00 PM

Previous
Next

Add student participants. When you click “Search for Students,” your search options will expand.

The screenshot shows the 'Participants Details' section of a web application. At the top, there are navigation tabs: 'Contact Information', 'Destination', 'Participants', and 'Certification'. A 'Dashboard' button is in the top right. Below the tabs, there are four numbered steps (1, 2, 3, 4), with step 1 being active. The main heading is 'Participants Details'. Below this, there are instructions: 'Students' followed by a list of three bullet points. At the bottom of this section, there are three buttons: 'Search for Students', '+ Add Row', and 'Delete Rows'. An orange arrow points from the text 'Clicking here will allow you to search by Group (e.g. Girls Tennis Team) or by Enrollment (e.g. Mr. Parker’s 3rd grade class)' to the 'Search for Students' button, which is also circled in orange.

Clicking here will allow you to search by Group (e.g. Girls Tennis Team) or by Enrollment (e.g. Mr. Parker’s 3rd grade class)

- Search for Student groups or enter individually
- Check the “Custody” box if the student has a court-ordered custody arrangement on file at the school
- Note: When attending a field trip, student participants shall be appropriately accounted for in both MISIS and the Field Trip System.[Read More...](#)

Buttons: Search for Students, + Add Row, Delete Rows

To find an athletic team, select “Search by Group.” Then select “Athletics” as the group category and find the team by selecting the appropriate Group SubCategory and Group from the drop-downs. Once you have found your team, click “Submit” to load participants from MISIS.

The screenshot shows a search form for students. At the top, there are three buttons: 'Search for Students', '+ Add Row', and 'Delete Rows'. Below these is a text input field for 'SchoolName' containing 'GARDENA SH 1866401'. There are two radio buttons: 'Search By Group' (selected) and 'Search By Enrollment'. Below these are three dropdown menus: 'Group Category' (selected 'Athletics'), 'Group SubCategory' (selected 'Tennis'), and 'Group' (selected '2019-20 OAT – F – Gardena SH – Tennis – Var Girls'). At the bottom right is a 'Submit' button.

Buttons: Search for Students, + Add Row, Delete Rows

SchoolName: GARDENA SH 1866401

Search By Group Search By Enrollment

Group Category: Athletics
Group SubCategory: Tennis
Group: 2019-20 OAT – F – Gardena SH – Tennis – Var Girls

Submit

Information on student participants will load along with parent contact information. Special indicators regarding health, special needs or requirements will be summarized based on information that is already in the system. While IEP and 504 status cannot be altered, Health Alert and Custody Alert can be checked/unchecked to reflect the latest status.

Note: If team roster has not been entered into MISIS yet, you may still submit the request but will need to update this information as soon as it is available.

Contact Information Destination Participants **Certification** Dashboard

Participants Details

1 2 3 4

	Student ID	Student Name	Grade	Parent Name	Parent Contact	Special Indicators			
						Health Alert	IEP	504	Custody Alert
<input type="checkbox"/>	XXXXXXXX	SARA BUSH	12	JANICE BUSH	626-555-5555	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	XXXXXXXX	EDNA FROST	11	KYLE FROST	424-555-5555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	XXXXXXXX	KAREN LION	12	DORIS LION	323-555-5555	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	XXXXXXXX	JUDY KELLY	10	FRANK KELLY	213-555-5555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add chaperones. The main contact is automatically filled in. Add/delete rows as needed. When adding an LAUSD employee chaperone, start typing the first or last name to generate a drop-down list of employees to select from – once selected, the rest of the information will populate. For other chaperone types, complete fields. At the bottom, indicate whether any chaperone will be claiming reimbursement – selecting “Yes” will alert the Procurement Travel Desk.

Contact Information
Destination
Participants
Certification

Dashboard

Participants Details

1
2
3
4

Chaperones

- Search chaperone type, then complete required fields
- A minimum of 1 adult for every 10 students is recommended

+ Add Row
Delete Rows

00999999

Copy
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PDF
Print

	Chaperones Type	Name	Job Classification	Main Contact (check one)	Cell #	Age 18 or older? (Y/N)	Sex (M/F)	Certificated (Y/N)
<input type="checkbox"/>	PARENT	EMMETT BROWN		<input type="checkbox"/>	(310) 222-2222	Y	M	N
<input type="checkbox"/>	LAUSD EMPLOYEE	PARKER, PETER (00999999)	SECONDARY TEACHER	<input checked="" type="checkbox"/>	(310) 555-5555	Y	M	Y

Showing 1 to 2 of 2 entries

[First](#)
[Previous](#)
1
[Next](#)
[Last](#)

Will any employee chaperone(s) by claiming reimbursement for out-of-pocket expenses (e.g., airfare, hotel, entrance fees, bus/shuttle; car rental)?*

Yes
 No

Add adult participants providing one-on-one support for students. Type in the name of the participant, the associated organization, whether they will be riding the bus, the student who is being assisted and other important information.

Contact Information
Destination
Participants
Certification

Dashboard

Participants Details

1

2

3

4

Other Participants Supporting Students

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

+ Add Row
Delete Rows

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Print

	Name (LastName,FirstName)	Organization (e.g. LAUSD,XYZ Agency, self)	Riding bus (Y/N)	Student(s) Being Assisted (LastName,FirstName)	Comments e.g. providing support only at lunch
<input type="checkbox"/>	<input type="text" value="PEYTON, JACKIE"/>	<input type="text" value="XYZ AGENCY"/>	<input type="text" value="N"/>	<input type="text" value="SARA BUSH"/>	<input type="text" value="WILL MEET AT SITE TO ASSIST"/>

Showing 1 to 1 of 1 entries

[First](#)
[Previous](#)
1
[Next](#)
[Last](#)

Previous
Next

Summarize Participants Counts. Enter expected counts of student and adult participants and observe calculation of the students-to-chaperone ratio.

Contact Information
Destination
Participants
Certification

Dashboard

Participants Details

1
2
3
4

Participant Summary

- While some participant names may not be known at this time, you must provide an accurate participant count to confirm there will be a sufficient student-to-chaperone ratio and to ensure there are enough buses for your trip if utilizing LAUSD Transportation. Please fill in the Total Participant Counts below:

	Participants Currently Entered	What will be your total participant counts?*
Elementary Students (Grade 5 or below)	0	<input type="text" value="0"/>
Secondary Students (Grade 6 or above)	0	<input type="text" value="15"/>
Chaperones	3	<input type="text" value="2"/>
Individuals Supporting Specific Students	0	<input type="text" value="0"/>
Student-to-Chaperone Ratio	0:1	<input type="text" value="8:1"/>

Input funding information. For League/Non-League trips, the LAUSD Bus is automatically funded by the Athletics Office. If there are other expenses, indicate appropriate funding.

Contact Information Destination Participants Certification

Requestor Certification and Submittal

Funding - LAUSD Bus

N/A

Funding - Other Expenses - e.g. admission, charter bus, lodging, plane fare, etc. *(select all that apply)*

- No other expenses
- Reimbursable
- Student Body Funds
- Title 1
- Program

Describe the educational benefit. Next, indicate whether or not the site will be requiring a letter of self-insurance; if so, Risk Management will be notified. Then, check off the statements listed to offer an assurance of compliance with District requirements. Finally, after reviewing a summary of your request, click “Submit.” Return to “Dashboard” to view status.

Contact Information Destination Participants Certification Dashboard

Requestor Certification and Submittal

Educational Benefit *(briefly describe the educational benefit to participating student(s) **

CIF

Did the facility operator request a Letter of Self-Insurance? *

Yes No

Certify the following statements by checking the boxes below: *

- All current physical examination and parent/guardian consent forms will be obtained prior to trip
- Currently, Student-to-Chaperone ratio is 8:1. All participants rosters will be updated as soon as I am aware of any changes/additions
- All non-LAUSD employee chaperones will satisfy the volunteer requirements in [BUL-6746.2, Establishing and Administering School/Office Volunteer Programs](#)

Comments(Optional):

IMPORTANT: Please [CLICK HERE](#) to review trip details before submitting. Once you submit your request, you can only update participant rosters and documents. All other changes will require cancelling the existing request and submitting a new request.

Previous Save Submit