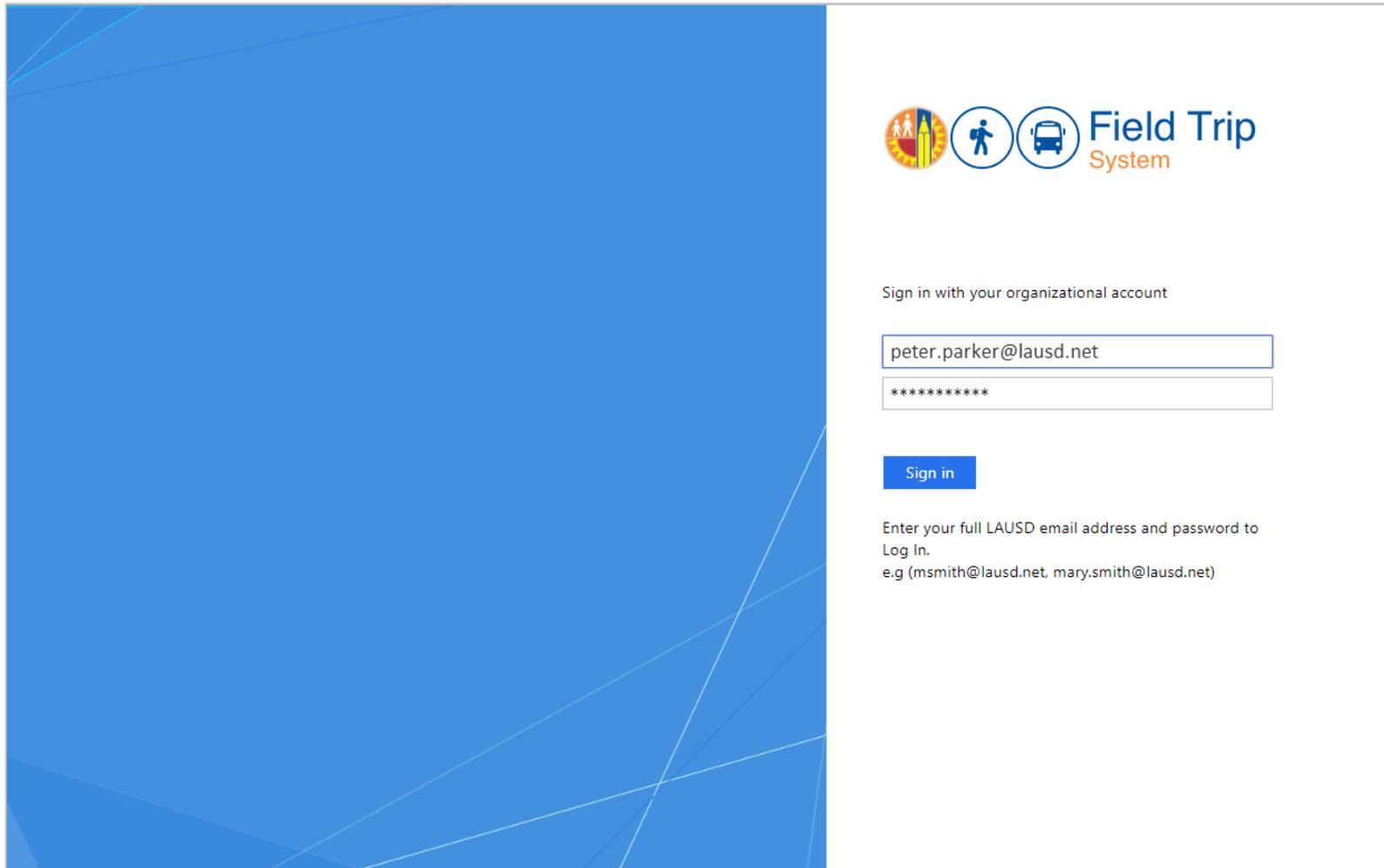


**How to request a non-athletic trip  
using [ifieldtrip.lausd.net](http://ifieldtrip.lausd.net)**

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: 15TH ST EL 1376701

[Next](#)

A cell # is required in the event of an emergency

## Select "Non-Athletic" for type of trip

The screenshot shows a web form with a navigation bar at the top containing tabs for 'Contact Information', 'Destination', 'Participants', 'Transportation', 'Documents', and 'Certification'. A 'Dashboard' button is also present. Below the navigation bar, the 'Destination' section is active, indicated by a '1' in a blue circle. Underneath, there are three numbered steps: '1', '2', and '3'. The 'Type of Trip\*' section contains two radio button options: 'Non-Athletic' (which is selected) and 'Athletic'. A 'Next' button is located in the bottom right corner of the form area.

Indicate whether special activities will take place by selecting “No” or “Yes.” If Yes, check off all activities that apply.

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

### Destination

1 2 3

Special Activities? (*Special activities are those that pose an inherent danger*)\*

No – students will not be participating in special activities

Yes – students may be participating in special activities

Check all special activities students may participate in:\*

Kayaking

Wall Climbing

Boating

Swimming

Zip-lining

Inflatable equipment

Hiking

Camping

Backpacking

Access to beach, lake, or body of water

Other

Enter details regarding the point of departure. If leaving from a school, click “LAUSD site” and your school info will auto-populate. If departing from another site, click “Other Site” and then enter the name and address; once you begin typing the address, the system will start to autocomplete and give you a drop-down to select from. Use the “Specific Departure Info” box to enter other pertinent notes regarding pick-up from the depart site.

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

### Destination

1 2 3

Depart From *(select one and complete required information)\**

LAUSD Site

Other Site

[For help finding address](#)

Specific Departure Info? *(one-way trip, additional pick-ups, specialized equipment, or any other requirements)*

Similarly, enter details regarding the destination. If your destination is a school, click on “LAUSD site” and select the location from a drop-down. If it is a pre-approved site, type in a key word such (e.g. aquarium) and choose from the drop down list of available sites that include your key word; detailed information will auto-populate below. If going to another site, click “Other Site” and enter the name and address.

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

### Destination

1 2 3

Main Destination (select one and complete required information)\*

LAUSD Site

Pre-Approved Site

SITE\_NAME: Aquarium of the Pacific  
ADDRESS: 100 Aquarium Way,  
Long Beach,CA90802  
CONTACT\_NO: 562 951 1637  
COMMENTS:

Other Site

[For help finding address](#)

Indicate whether there will be multiple stops. Use the “Specific Destination Info” box to enter names/addresses of additional stops, time considerations, or other requirements. Complete depart and return date/time fields. If lunches are needed for the trip, select “Yes” and an email alert will be sent to the cafeteria manager to coordinate with the main contact.

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

### Destination

1 2 **3**

Will there be multiple stops?  Yes  No

Specific Destination Info? *(additional stops, time factors such as scheduled tours/meetings, or any other requirements)*

Scheduled for Seals and Sea Lions show at 9:45AM.  
Stop for lunch after at the Rainbow Lagoon Park, 400 E Shoreline Dr, Long Beach

Depart\*

Return\*

Will lunches be needed on trip?  Yes  No

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

**Participants Details**

1 2 3 4

Students

- 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...](#)

**Search for Students** + Add Row Delete Rows

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

If searching for a class, select “Search by Enrollment” and enter the instructor’s name in the “Teacher” field. If applicable, select Grade Level and/or Period in drop-down. Click “Submit” to load participants from MISIS.

**Search for Students** + Add Row Delete Rows

SchoolName  
15TH ST EL 1376701

Search By Group  **Search By Enrollment**

**To find a specific class**

Student ID(Multiple)  
ENTER IDs SEPARATED BY COMMAS OR COPY/PASTE FROM EXCEL OR WORD

Student (Individual)  
ENTER STUDENTID OR FIRSTNAME OR LASTNAME,FIRSTNAME

Teacher  
PARKER, PETER

Grade Level  
-- Select Grade --

Period  
-- Select Period --

**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.

<span>Contact Information</span> <span>Destination</span> <span>Participants</span> <span>Transportation</span> <span>Documents</span> <span>Certification</span> <span>Dashboard</span>									
Participants Details									
<span>1</span> <span>2</span> <span>3</span> <span>4</span>									
<input type="checkbox"/>	Student ID	Student Name	Grade	Parent Name	Parent Contact	Special Indicators			
						Health Alert	IEP	504	Custody Alert
<input type="checkbox"/>	XXXXXXXX	SARA BUSH	3	JANICE BUSH	626-555-5555	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	XXXXXXXX	EDNA FROST	3	KYLE FROST	424-555-5555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	XXXXXXXX	KAREN LION	3	DORIS LION	323-555-5555	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	XXXXXXXX	JUDY KELLY	3	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** Transportation Documents 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](#)

Copy
CSV
PDF
Print

00999999

	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)	ELEMENTARY 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** Transportation Documents 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

Copy CSV PDF Print

<input type="checkbox"/>	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"/>	PEYTON, JACKIE	XYZ AGENCY	N	SARA BUSH	WILL MEET AT SITE TO ASSIST

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Previous Next

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

Contact Information
Destination
Participants
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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="20"/>
Secondary Students (Grade 6 or above) *	0	<input type="text" value="0"/>
Chaperones *	2	<input type="text" value="2"/>
Individuals Supporting Specific Students	1	<input type="text" value="0"/>
Student-to-Chaperone Ratio	0:1	10:1

Previous

Next

Select the mode of transportation. Include all that will be utilized during the trip.

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

### Transportation

Mode of Transportation \* *(Select all that apply. At least one must be selected)*

- LAUSD Bus
- Charter Bus --Select--
- Public Bus
- Van (manufactured to accommodate less than 15 passengers)
- Van (manufactured to accommodate 15 passengers)
- Auto
- Plane
- Boat
- Train
- Walking
- Other [Text Input Field]

[Previous](#) [Next](#)

When selecting LAUSD bus, number of buses needed will auto-populate based on how many participants were entered earlier. You can overwrite this number if more buses are needed. There are also boxes to indicate whether or not seat belts are required and how many wheelchairs are to be transported.

Contact Information
Destination
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### Transportation

Mode of Transportation \* *(Select all that apply. At least one must be selected)*

LAUSD Bus

[LAUSD Bus Transportation Guidelines](#)

- # of Non-Collapsible Wheelchairs
- # of Buses Requested

*You may override the # of buses based on your needs. The following rules apply:*  
*--If this is an overnight trip, double the number of buses requested and indicate this in the Specific Departure Info box*  
*--Bus cannot exceed 65 passengers*  
*--Lift bus can only accommodate a maximum of 5 wheelchair passengers and 8 additional ambulatory passengers*

- Seatbelts Required(Y/N)
- Specific Departure Info *(overnight, one-way trip, additional pick-ups, specialized equipment, or any other requirements)*  

PICK UP AT FRONT GATE
- Specific Destination Info?*(additional stops, time factors such as scheduled tours/meetings, or any other requirements)*  

SCHEDULED FOR SEALS AND SEA LIONS SHOW AT 9:45AM.  
STOP FOR LUNCH AFTER AT THE RAINBOW LAGOON PARK, 400 E SHORELINE DR, LONG BEACH

**Specific departure and destination info previously indicated will populate. You can add on to it.**

Any required documents will be listed under “REQUIRED DOCUMENTS.” If any are listed, use the Browse button to locate the document on your computer and click “Upload File” to attach the document. Make sure to check off that you have uploaded each required document.

**Documents**

Documents may be uploaded individually or combined

Find document(s):

REQUIRED DOCUMENTS	CHECK AFTER UPLOAD* <i>(all boxes must be checked prior to submittal)</i>	DOCUMENTS UPLOADED	DATE	BY	ACTION
Form 10.12.1 Request for Travel and Attendance at Conference, Convention, or Meeting	<input type="checkbox"/>	Field Trip Document - TEST.pdf	07/23/2019	peter.parker	<input type="button" value="x"/> <input type="button" value="eye"/>

**Check off that you have uploaded each required document**

On the certification tab, identify funding source for the bus (if applicable) and any other expenses. Some funding options will require documentation to be uploaded. Pop-up messages will explain any requirements.

Contact Information Destination Participants Transportation Documents Certification Dashboard

### Requestor Certification and Submittal

Funding - LAUSD Bus  
*Note: Bus cancellations must be done at least 24 hours prior to trip to avoid charges*

Cost Center (Select one)\*:

Funding Type (Select one)\*:

- Reimbursable
- Student Body Funds
- Title 1
- Program

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 Transportation Documents Certification Dashboard

**Requestor Certification and Submittal**

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

Corresponds with curriculum on ocean animals and habitats

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

Yes  No

Certify the following statements by checking the boxes below: \*

- All parent/guardian permission slips will be obtained prior to trip and kept on file at the school for 7 years
- Currently, Student-to-Chaperone ratio is 10:1. 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): **View summary of request before submitting**

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

The dashboard will provide status on a trip. A check (✓) indicates submittal (requestor) or approval (offices). A dash (-) indicates pending. Other features on the dashboard are outlined below.

**View all trips in calendar format**

The dashboard includes the following elements:

- Filters:** School Year (2019-20), Approved By (--Select--), and a Calendar View button.
- Table:** Shows 1 to 5 of 10 entries. The first entry is:
 

RefNo	School	Destination	Trip Start	LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Title 1	Local District	Superintendent	Transportation	Status
20-1050	15TH ST EL	AQUARIUM OF THE PACIFIC	10/02/2019	🚌	📄	👤	👤	-	█	█	-	█	-	█	-	█	SUBMITTED
- Actions:** Create New Request, Clone, Cancel, Delete, Report.
- Navigation:** Show 5 entries, pagination (First, Previous, 1, 2, Next, Last).

Once submitted, requestor can go back in to update roster and documents

View LAUSD Bus (A#) details

View summary

Hover over to check status

Cloning can save time by creating a copy of a trip that can then be tweaked to fit your current needs

Reports allow you to analyze your trips by trip type, date, destination, etc