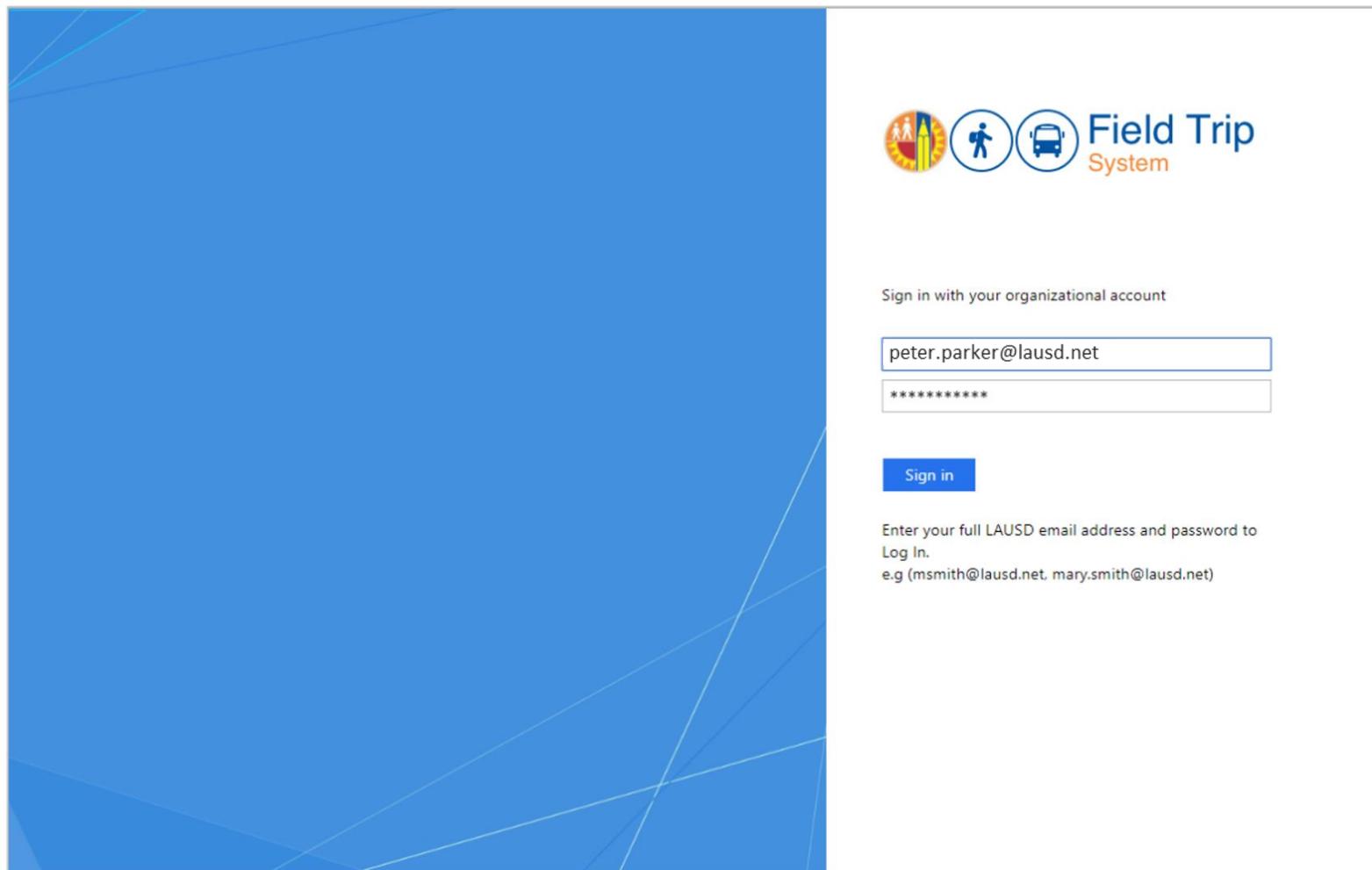


**How to request a modification to a
non-athletic field trip using ifieldtrip.lausd.net**

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)

You may request modifications if your trip has been approved. Click on the trip you want to modify.

School Year: 2021-22 Approved By: --SELECT-- [Calendar View](#)

Showing 1 to 1 of 1 entries Search:

	RefNo	School	Destination	Trip Start	Status															
					LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Student Integration	Title 1	Local District	Superintendent	Transportation	Original Request	Modification
<input type="radio"/>	22-1098	7TH ST EL	CABRILLO MARINE AQUARIUM MUSEUM (CITY OF LOS ANGELES)	09/29/2021			✓	✓	✓									✓	APPROVED	

Show 5 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

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Click on the trip you want to modify

If you are allowed to modify your trip, you will see an orange “Request Modification” tab at the end. Click to proceed.

Contact Information | Destination | Participants | Transportation | Documents | Certification | **Request Modification** | 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) 222-2222

School Taking Trip*

Cost Center Code: 7TH ST EL 1661601

Next

Click to proceed

Only modifiable fields will be shown. Indicate changes in the appropriate boxes. Leave all other boxes blank if you are not requesting a change.

Contact Information Destination Participants Transportation Documents Certification **Request Modification** Dashboard

Request Modification

Instructions:

- You may request modifications for the fields below
- Indicate changes in the appropriate box(es)- if no change to the field, leave blank
- Current details are italicized for your reference
- Complete Certification at the bottom and submit

Main Contact During Trip

Employee Name	<i>PARKER, PETER</i>	<input type="text" value="ENTER EMPLOYEE NAME"/>
---------------	----------------------	--

Stops/Times

Multiple Stops	<i>NO</i>	<input type="text" value="Y/N"/>
Specific Departure Info	<i>PICK UP AT FRONT GATE</i>	<input type="text"/>
Specific Destination Info	<i>N/A</i>	<input type="text"/>
Depart Time	<i>09:00 AM</i>	<input type="text" value="DEPART TIME"/>
Return Time	<i>02:00 PM</i>	<input type="text" value="RETURN TIME"/>

LAUSD Bus Info

# of WheelChairs	<i>0</i>	<input type="text"/>
# of Buses	<i>1</i>	<input type="text" value="2"/>
One-way Depart Time	<i>N/A</i>	<input type="text" value="DEPART TIME"/>
One-way Return Time	<i>N/A</i>	<input type="text" value="DEPART TIME"/>

Current (points to *0*)

Type in what you want to modify to (points to)

After indicating all modifications, scroll to the bottom to complete certification and submit. You must certify you have received approval from your administrator and indicate the reason for the modification.

Contact Information Destination Participants Transportation Documents Certification Request Modification Dashboard

Scroll to the bottom to certify and submit

Certification

I have received approval from my administration for this modification *

Reason for modification:

Change in social distancing protocols, new funding in order to pay for 2 buses

Submit

After submitting your modification request, your dashboard will show the status as “PENDING” and affected offices will be notified to review and certify. Note: Some modifications do not require further approval, such as changing the main contact.

	RefNo	School	Destination	Trip Start	Status													
					LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Student Integration	Title 1	Local District	Superintendent	Transportation
<input type="radio"/>	22-1098	7TH ST EL	CABRILLO MARINE AQUARIUM MUSEUM (CITY OF LOS ANGELES)	09/29/2021													APPROVED	PENDING

Show entries First Previous 1 Next Last

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Once affected offices certify, the status of your modification request will be reflected on the dashboard.

	RefNo	School	Destination	Trip Start	Status												
					LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Student Integration	Title 1	Local District	Superintendent
<input type="radio"/>	22-1098	7TH ST EL	CABRILLO MARINE AQUARIUM MUSEUM (CITY OF LOS ANGELES)	09/29/2021												APPROVED	APPROVED

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