

General Information

Where do I request a field trip?

You request field trips through the iFieldTrip system. Visit the following link to access the iFieldTrip website: <u>http://ifieldtrip.lausd.net/</u>.







Navigating/Creating a Field Trip Request

1. Creating a field trip request

To start the process of requesting a field trip, locate and select the tab labeled "Create New Request." It will be located near the lower left corner of your screen.

| | | | se contact i | ranspor | Catio | | spu | ten | | | | | | | | | _ | |
|--|-----------------|-------------|--------------|-----------------------|---------------------------|--------------|-----------|-----------|-------|------------------|----------------------------------|-----------------|---------------------|---------|--------------------------|-------------|----------------|------------------|
| confirm bus availability if your trip is approved by the Principal less than 5 days before your trip date. School Year Trip Type Approved By | | | | | | | | | | | | | | | | | | |
| 2023-24 | SELECT | • | SELECT | • | | | | | | | | | | | _ | | | |
| | | | | | | | | | | | | | | | | Caler | ndar | View |
| Showing 1 to 4 of 4 | entries | | | | | | | | | | | | | Searc | 1 | | | |
| | Your | field t | rin Refe | eren | Vour field trip Peference | | | | | | | itatus | | | | | | |
| | Num | her co | nn he fr | | Je I he | əre | 5 | | | | | | | | | | | |
| RefNo 🗸 | Num thool o | ber cc | an be fo | OUNC Trip Start | | ere | Requestor | Principal | Nurse | Outdoor & Env Ed | Athletics Env Health & Safetv | Risk Management | Student Integration | Title 1 | Region Superintendent | Trans-Acctg | Trans-Dispatch | Original Reguest |
| RefNo 🗸 | Numl thool o | Der CC | an be f | Start | | ere | Requestor | Principal | Nurse | Outdoor & Env Ed | Athletics Env Health & Safetv | Risk Management | Student Integration | Title 1 | Region Superintendent | Trans-Acctg | Trans-Dispatch | Original Reguest |
| RefNo ~ 0 | Numl thool o | Destination | an be f | Start | | summary E | Requestor | Principal | Nurse | Outdoor & Env Ed | Athletics Env Health & Safety | Risk Management | Student Integration | Title 1 | Region Superintendent | Trans-Acctg | Trans-Dispatch | Original Request |
| RefNo 0 0 0 0 | Numi thool o | Destination | an be f | OUNC Trip Start | | | Requestor | Principal | Nurse | Outdoor & Env Ed | Athletics Env Health & Safety | Risk Management | Student Integration | Title 1 | Region Superintendent | Trans-Acctg | Trans-Dispatch | Original Reguest |

2. What you will need to complete

You will need to complete six tabs for your field trip request. The tabs include Contact Information, Destination, Participants, Transportation, Documents, and Certification.



3. Important things to remember

- A reference number (your field trip ID) will automatically be created as soon as you select the 'Create New Request' tab.
- Your progress is automatically saved as you are filling out the field trip request. However, you also have the option to physically select the 'Save' option. You do not have to fill it out in one sitting.



• Your field trip request is not submitted until you physically select the 'Submit' button. This is in the Certification tab of your field trip request.



Filling Out a Field Trip Request

Contact Information

The Contact Information tab is filled out to identify who the main contact will be for the field trip.

Contact Information Destination Participants Transportation Documents Certification

Are you the main contact for the trip?

Yes

If you are requesting the field trip **and are also** the main contact for the field trip, you will select 'Yes.'

 By selecting 'Yes,' your employee information will automatically populate in the designated sections for Employee Name, Employee ID, and Cost Center Code. *You can edit the 'Employee Cell#' section.

| Contact Information | Contact Information | | | | | | | |
|--|---------------------|--|--|--|--|--|--|--|
| Are you the main contact during the trip?* | | | | | | | | |
| ● Yes 🔿 No | | | | | | | | |
| Main Contact Details* | | | | | | | | |
| Employee Name: | | | | | | | | |
| Employee ID: | | | | | | | | |
| Employee Cell#: | | | | | | | | |
| School Taking Trip* | | | | | | | | |
| Cost Center Code: | | | | | | | | |
| | | | | | | | | |

No

If you are requesting the field trip **and are not** the main contact for the field trip, you willselect 'No.'

 By selecting <u>"No</u>," you will have to manually fill out the main contacts information including Employee Name, Employee ID, Employee Cell#, and the Cost Center Code.

| Contact Information | | | | | | | | |
|--|---------------------------------------|--|--|--|--|--|--|--|
| Are you the main contact during the trip?* | | | | | | | | |
| 🕂 Yes 🕨 💿 No | ───────────────────────────────────── | | | | | | | |
| Main Contact Details* | | | | | | | | |
| Employee Name: | ENTER EMPLOYEE NAME | | | | | | | |
| Employee ID: | ID | | | | | | | |
| Employee Cell#: | CELL# | | | | | | | |
| School Taking Trip* | | | | | | | | |
| Cost Center Code: | ENTER SCHOOL NAME/ LOCATION CODE | | | | | | | |
| | | | | | | | | |



Destination

The 'Destination' tab consists of three sections. The information that will be filled out is to provide insight

| | • | | | | |
|---------------------|-------------|--------------|----------------|-----------|---------------|
| Contact Information | Destination | Participants | Transportation | Documents | Certification |
| Destination | | | | | |
| 1 2 3 | | | | | |

Destination

about the main destination and the type of activities that will occur on your field trip.

Destination, Section 1

In this section you will indicate whether your trip is an Athletic or Non-Athletic trip.

 If you select Non-Athletic, you will be prompted to move on to the next section.



Destination, Section 2

In this section you will indicate if special activities will occur during the field trip. This will help inform the field trip certifiers if any activities that pose inherent danger to students, might happen.

- If students <u>will not be participating in special activities</u>, <u>select</u> 'No.' You will be prompted to move on to the next section.
- If students <u>will be participating in special activities</u>, <u>select</u> 'Yes.' You may select an activity from the list. If your activity is not listed, select 'Other' and fill-in the name of the activity.

Destination, Section 3

Depart From

- If you are departing from an LAUSD site, select 'LAUSD Site' and the information will auto-populate as you begin typing.
- If you are departing from a location that is <u>not</u> an LAUSD site, select 'Other Site' and carefully fill-in the required information.



| 1 (3) | | |
|--------------------------------|----------------------------------|--|
| Depart From (select one and co | omplete required information | <i>ו</i> (ו |
| LAUSD Site | ENTER SCHOOL NAME/ LOCA | TION CODE |
| Other Site | SITE NAME | |
| l | ADDRESS,CITY,STATE,ZIP,COU | NTRY |
| Specific Departure Info? (d | one-way trip, additional pick-up | s, specialized equipment, or any other requirements) |
| | | |
| | | All questions marked with a |
| Is the main destination ou | tside of the country?* | red asterisk * are required. |
| No | | They must be answered. |
| O Yes | | |

rev. 09/05/24



Main Destination

- IA. If the main destination for your trip is an LAUSD site, select 'LAUSD Site' and begin typing the name of the site. It will auto-populate and fill out the sites information for you.
- IB. If the main destination for your trip is on the preapproved site list, select 'Pre-Approved Site' and begin typing the name of your destination. It will autopopulate and fill out the information for you. *Tip: you can type key words like "museum" and a list of preapproved museums will populate.
- IC. If the main destination for your trip is not an LAUSD site or is not on the pre-approved site list, select 'Other Site.' You will have to manually fill out the site information.
- 2. You can provide additional information about the destination of your trip in the box provided.
- 3. Enter the date and time of your trip and if school lunches will be needed.

| Main Destination (select one and complete required information)* | | | | | | | |
|--|----------------------------------|--|--|--|--|--|--|
| ● LAUSD Site | ENTER SCHOOL NAME/ LOCATION CODE | | | | | | |
| Pre-Approved Site | ENTER PRE-APPROVEDSITENAME | | | | | | |
| | | | | | | | |
| ○ Other Site | SITE NAME | | | | | | |
| | ADDRESS,CITY,STATE,ZIP,COUNTRY | | | | | | |
| | | | | | | | |





| Will th Speci | nere be multiple stops?* fic Destination Info? (addition) | ○ Yes al stops, time fa | <i>ctors such a</i> : | No s scheduled tours/meetings, or any other requirements) |
|--|--|----------------------------|-----------------------|---|
| | | | | |
| Depart* | 12/04/2023 | 9:00 AM | | |
| Return* | 12/04/2023 | 2:00 PM | | *It is suggested to coordinate with |
| Will school li trip? If so, pl caeteria mai and # of lun this trip.* | unches be needed on this ease coordinate with the nager to confirm the time ches that will be needed on | Yes | ○ No | your Cafeteria Manager in a timely manner to ensure all lunches are provided. |



Participants

The participants tab contains four sections. The purpose of these sections is to identify individuals who will

| ▼ | | | | | | | | | |
|----------------------|-------------|--------------|----------------|-----------|---------------|--|--|--|--|
| Contact Information | Destination | Participants | Transportation | Documents | Certification | | | | |
| Participants Details | | | | | | | | | |
| | | | | | | | | | |

be participating in the field trip. *Sections 1, 2, and 3 can be edited after your field trip is submitted.

To navigate the different options to input student information, select 'Search for Students.' Three options will appear to enter_ student information.

| 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 |

*Note that if you choose the option(s) to Search for Students by Group, By Teacher, or By Student, the student information will automatically sync from MiSiS.

*Have patience. <u>Only click Submit once</u>. Repeatedly clicking Submit, may result in multiple rosters being uploaded. Loading times may vary due to this section being synced to MiSiS.

Participants, Section 1

Search By Group

The 'Search By Group' option populates student information from <u>preexisting</u> student groups that have been created in MiSiS. The information for the students will automatically be



| SchoolName | | If you have created groups in MiSiS they | | | | |
|----------------------------|----------------------------------|--|--------------|--|--|--|
| ENTER SCHOOL NAME/LOCATION | CODE | ii you nave created groups in misis, the | y vviii | | | |
| Search By Group Search | h By Teacher 🔗 Search By Student | appear when you toggle the tabs. | \mathbf{X} | | | |
| Group Category | Group SubCategory | Group | X | | | |
| Select Group Category | Select Group SubCategory | Select Group | - | | | |
| | | Submit | | | | |

filled out. Don't forget to press Submit for the student rosters to load.

Search by Teacher

The 'Search By Teacher' option allows you to search for entire classes of students by a specific teacher, grade, and



class period. This option will **upload the entire roster of the class period** that is selected. The **information for the students** will **automatically be filled out**. Don't forget to **press Submit** for the student rosters to load.

See next page for the option to 'Search by Student.'



Search By Student

The 'Search By Student' option allows you to search for individual students. This option is ideal for field trips that will have student participants from



different class periods, teachers and/or grades. The information for the students will automatically be filled out. Don't forget to press Submit for the student rosters to load.

In this section you can also search for individual students from different class periods, teachers, and/or grades simultaneously. *Tip*: An easy way to search for students simultaneously is by entering student ID's separated by commas. You can copy and paste this information from an Excel document or Word document.

Example: You are creating a field trip request. The participants for this field trip will be students from different grade levels that also have different teachers. Instead of searching for each student one by one, you **gather all their student ID's and list them on a separate document**.

LAUSD Student ID's 000000x000, 000000x000, 000000x000, 000000x000, 000000x000, 000000x000

Then you will ONLY copy the student ID's – ensuring that they are separated by commas – and paste them into the 'Student ID (Multiple)' box.

| SchoolName | | |
|---|---|--|
| BENEFITS ADMIN 1046501 | | |
| ⊖ Search By Group 🛛 Search By Teacher 💿 Search By Student | | |
| Student ID(Multiple) | Student (Individual) | |
| 0000000000, 000000000, 000000000, 000000 | ENTER STUDENTID OR FIRSTNAME OR LASTNAME, FIRSTNAME | |
| | | |
| | Submit | |
| | | |

You press **submit** and then the **student roster will auto-populate** with all the **students' information from MiSiS.**

| | | | | | Special Indicators | | | ors |
|------------|--------------|------------|---------------|----------------|--------------------|-----|-----|------------------|
| Student ID | Student Name | 0 Grade | O Parent Name | Parent Contact | Health Alert | IEP | 504 | Custody Alert |
| 0000000000 | STUDENT NAME | × | PARENT NAME | ###-######## | | | | |
| 0000000000 | STUDENT NAME | × | PARENT NAME | ###-###-#### | | | | |
| 000000x000 | STUDENT NAME | × | PARENT NAME | ###-###-#### | | | | |
| 000000x000 | STUDENT NAME | × | PARENT NAME | xxx-xxx-xxxx | | | | |
| 000000×000 | STUDENT NAME | × | PARENT NAME | ###-###-#### | | | | |
| | | | | | | | | |



Participants, Section 2 Chaperones

This section is to **add** the field trip's **chaperone information**. This information is **entered manually**. To add

is **entered manually**. To add more chaperones, select '+Add Row' and enter the additional chaperones

information. There must be at least one certificated staff attending the field trip.

Participants, Section 3

Other Participants

This section is to add other **participants** that will be attending the field trip in a **supporting role capacity.** Participants in this section might include

| Par 1 | 2 3 4 | ails | | | | | | | | |
|----------|-----------------|---------------------|---|-------------------------|-------------|---|---------------------------|-------------------------|------------------|---------------------------|
| | Chaperones Type | Name | ° | / Job Classification | ≎ Cell # | 0 | *Main Contact (check one) | *Age 18 or older? (Y/N) | *Sex (M/F) <> | *Certificated (Y/N) <> |
| | LAUSD EMPLOYEE | ENTER NAME OR EMPID | | | | | | Y | F | Ν |
| _ | | | | | | - | - | | / | |

| Par 1 | ticipants Det | ails | + Add Ro | Delete Row | s |
|----------|-------------------------------|--------------|----------------------------|---|-------------|
| Â | Name (LastName, FirstName) | Organization | Riding ≎ bus ≎ (Y/N) | Student(s) Being Assisted (LastName, FirstName) | Comments \$ |
| | | | | | |

Parents/Guardians, Behavioral Aides, Special Ed Assistants etc. This information is **entered manually**. To add more participants, select '+Add Row' and enter the additional participants information.

Participants, Section 4

Participant Summary

This section is used to determine the **student** to chaperone ratio for your field trip. This section is the <u>only</u> section in the <u>participant</u> tab that <u>cannot</u> be <u>edited</u> after the submission of your trip. The ratio provides an overview of the participants of your trip, you <u>must still upload the student and chaperone</u> <u>rosters</u> applicable in the Participants Sections 1-3. **Risk Management recommends a 10 to 1, student to chaperone ratio.*



| | Pa | Participants Currently Entered | | | Participants Expected* | | |
|--|------|--------------------------------|--------|---------|------------------------|--|--|
| Elementary Students (Grade 5 or below) | | | | | 10 | | |
| Secondary Students (Grade 6 or above) | Fill | in | the | planned | 0 | | |
| Chaperones | par | ticip | ant nu | imbers. | 1 | | |
| Individuals Supporting Specific Students | | | | | 0 | | |
| Student-to-Chaperone Ratio | | | | | 10:1 | | |



Transportation

The Transportation tab is used to identify the type of

| | | | • | | | |
|---------------------|-------------|--------------|----------------|-----------|---------------|--|
| Contact Information | Destination | Participants | Transportation | Documents | Certification | |
| Transportation | ı | | | | | |

transportation you will be using on your field trip. In this tab you can select from the transportation methods listed. If you do not see the mode of transportation that you are taking, you can select 'Other' and manually enter the method.

- If you select 'LAUSD Bus' as your transportation method, your bus order will automatically be submitted to LAUSD Transportation Services Division.
- If you choose 'Charter Bus' or any other mode of transportation that is not LAUSD Bus, you will have to make your own arrangements. <u>*The system will not</u> place an order for a charter bus company, van, plane, etc.

| Transportation | | | | | | |
|---|-----------------------------------|--|--|--|--|--|
| Mode of Transportation * (Select all that apply. At least one must be selected) | | | | | | |
| LAUSD Bus | | | | | | |
| Charter Bus | - | | | | | |
| | | | | | | |
| Public Bus | | | | | | |
| Van (manufactured to acc | ommodate less than 15 passengers) | | | | | |
| Van (manufactured to acc | ommodate 15 passengers) | | | | | |
| Auto | | | | | | |
| Plane | | | | | | |
| 🗌 Boat | | | | | | |
| 🗌 Train | | | | | | |
| Walking | | | | | | |
| Other | | | | | | |
| | | | | | | |

LAUSD Bus

If you select **'LAUSD Bus'** as your mode of transportation, fill in any specific request you may have. This is so that the **LAUSD Transportation Services Division** has **all the details of your bus order**. You may provide specific departure of destination information in the designated boxes.

*Contact Transportation Dispatch at <u>1-800-522-8737</u>, for any LAUSD transportation related questions after you have submitted your field trip request.

Charter Bus

If you select **'Charter Bus,"** you will have the option to select from a list of <u>pre-approved charter bus</u> <u>companies</u>. If the charter bus company you are using is not on the list, select 'Other' and fill in the company name in the text section. **If you select the 'Charter Bus'** option, you will have to <u>make your own</u> <u>arrangements</u>. The system will <u>not</u> place the order for you.

| AUSD Bus Transportation Guidelines | |
|---|--|
| # of Non-Collapsible Wheelchairs | 0 |
| # of Buses Requested 1 | |
| You may override the # of buses based o | on your needs. The following rules apply: |
| -Bus cannot exceed 65 passengers | |
| -Lift bus can only accommodate a maxin | num of 5 wheelchair passengers and 8 additional ambulatory passengers |
| Seatbelts Required | |
| One-way | |
| | |
| Specific Departure Info (overnight, one-way | rtip, additional pick-ups, specialized equipment, or any other requirement |
| | |
| | |
| | |
| | |
| Specific Destination Info?(additional stops, | time factors such as scheduled tours/meetings, or any other requirement |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| ✔ Charter Bus | SELECT |
| ☑ Charter Bus | SELECT |
| Charter Bus | SELECT SELECT American GTS |
| Charter Bus | SELECT SELECT American GTS American Carasportation |
| Charter Bus | SELECT |
| Charter Bus | SELECT SELECT American GTS American Transportation Brooks Transportation Cornorate Coach |
| Charter Bus Public Bus Van (manufactured to acco | SELECT SELECT American GTS American GTS American Transportation Brooks Transportation Corporate Coach Corporate Coach Corporate Servers |
| Charter Bus | SELECT SELECT American GTS American Transportation Brooks Transportation Corporate Coach Creditable Express Essential Transportation |
| Charter Bus Public Bus Van (manufactured to acco | SELECT SELECT American GTS American GTS American Transportation Brooks Transportation Corporate Coach Corporate Coach Corporate Sepress Essential Transportation ESCOC Transportation ECOC |
| Charter Bus Public Bus Van (manufactured to accc | SELECT |
| Charter Bus Public Bus Van (manufactured to acco | SELECTSELECTSELECTSELECTSELECT |
| Charter Bus Public Bus Van (manufactured to accc Van (manufactured to accc Auto | SELECT |
| Charter Bus Public Bus Van (manufactured to acco | SELECTSELECTSELECTSELECTSELECTSELECT |
| Charter Bus Public Bus Van (manufactured to accc Van (manufactured to accc Auto Plane | SELECT |
| Charter Bus Public Bus Van (manufactured to acco Van (manufactured to acco Auto Plane | SELECTSELECTSELECTSELECTSELECTSELECT |
| Charter Bus Public Bus Van (manufactured to acco Van (manufactured to acco Auto Plane Roat | SELECTSELECT |
| Charter Bus Public Bus Van (manufactured to acco Van (manufactured to acco Auto Plane Boat | SELECTSELECTSELECTSELECTSELECTSELECT |
| Charter Bus Public Bus Van (manufactured to acco Van (manufactured to acco Auto Plane Boat | SELECTSELECT |
| Charter Bus Public Bus Van (manufactured to acco Van (manufactured to acco Auto Plane Boat Train | SELECTSELECTSELECT American GTS American GTS American Transportation Brooks Transportation Corporate Coach C |
| Charter Bus Public Bus Van (manufactured to acco Van (manufactured to acco Auto Plane Boat Train | SELECTSELECTSELECT American GTS American GTS American Transportation Corporate Coach Corditable Express Essential Transportation Fast Deer Goid Coast Tours LUX Bus MST (Mission School Transportation) Nada Bus National Charter STA (Student Transportation of America) Southwinds Transportation TLC Luxury Transit Systems Unlimited |
| Charter Bus Public Bus Van (manufactured to acco Van (manufactured to acco Auto Plane Boat Train Walking | SELECTSELECTSELECTSELECTSELECT |
| Charter Bus Public Bus Van (manufactured to acco Van (manufactured to acco Auto Plane Boat Train Walking | SELECT SELECT American GTS American Transportation Brooks Transportation Corporate Coach Corditable Express Essential Transportation Fast Deer Gold Coast Tours LUX Bus MST (Mission School Transportation) Nada Bus National Charter STA (Student Transportation of America) Southwinds Transportation TLC Luxury Transit Systems Unlimited Transportation Charter Services Tumbleweed Transportation |
| Charter Bus Public Bus Van (manufactured to acco Van (manufactured to acco Auto Plane Boat Train Walking | SELECTSELECT |
| Charter Bus Public Bus Van (manufactured to acco Van (manufactured to acco Auto Plane Boat Train Walking Other | SELECTSELECTSELECTSELECT American GTS American GTS American GTS American GTS Corporate Coach Creditable Express Essential Transportation FCOC FTOC FTOC FTOC FTOC FTOC FTOC FTOC |



Documents

The **Document tab** is where required documents or additional documents for your field trip can be uploaded.



How do I know what documents are required?

The selections you make as you fill out this field trip application will determine the documents that are required to be uploaded in the 'Documents' tab. If your field does not require trip documents, there will be no listed the documents in **Required Documents Section.**

If you need to upload specific/required documents for your field trip, they will be listed in the Required Documents section.



This is an example of how the Documents tab would look if you did not need to uploaded documents.

| Documents | | | | | |
|---|--|--------------------|----------------|----------|--------|
| Documents may be uploaded individually or con Find document(s): | nbined | | | | |
| Browse | | Upload File | | | |
| REQUIRED DOCUMENTS | CHECK AFTER UPLOAD* (all boxes must be checked prior to submittal) | DOCUMENTS UPLOADED | DATE | BY | ACTION |
| Transportation Waiver Form(for each student) Private Automobile Driver Certification of Liability Insurance Form(for each driver) Copy of Driver's License (for each driver) Copy of Insurance Card (for each driver) | | I | No Documents L | Jploaded | |

This is an example of how the Documents tab would look if you needed to uploaded documents.

You can find a list of required documents on the *iFieldTrip information website*.



Certification

The **Certification tab** is filled out to provide **essential**

| | | | | | • | |
|---------------------|-------------|--------------|----------------|-----------|---------------|---|
| Contact Information | Destination | Participants | Transportation | Documents | Certification | 1 |
| | | | | | | 1 |

details of your trip that will be helpful to the departments certifying your field trip.

Funding - LAUSD Bus

LAUSD Bus

If you chose **LAUSD Bus** as your mode of **transportation**, you will **need to fill out the 'Funding – LAUSD Bus'** section in the Certification tab.

- Make sure that you choose the correct Cost Center and Funding Type.
- If another department is providing payment, select 'Cost Center other than school taking trip.' Then proceed to manually enter their cost center.

| Requester Certification | | | | | | |
|--------------------------------|---------------|---|---|--|--|--|
| Funding - LAUSD Bus | | | | | | |
| Note: Bus cancellations must b | e done at lea | st 24 hours prior to trip to avoid charges | | | | |
| Cost Center (Select one)*: | | • | | | | |
| Funding Type (Select one)*: | | | | | | |
| Reimbursable | | XXXXXXX Cost Center other than school taking trip | • | | | |
| Student Body Funds | | | | | | |
| Title 1 | SELECT | T | | | | |
| Program | SELECT | • | | | | |
| | | | | | | |

 If your funding is reimbursable, choose your site's cost center. Proceed to manually enter your sponsor's information. The Transportation Services Division will provide them with the invoice. *A letter/statement from the sponsor must be provided as proof of reimbursement stating that they will pay. This will be uploaded in the Documents tab.

Other Mode of Transportation

If you selected a mode of **transportation** other than LAUSD Bus, you are not required to fill out the 'Funding – LAUSD Bus' section in the Certification tab.

| Funding - | Certification | admission charter bus. lodging plane fare, etc. /se | lect all that apply) |
|-----------|---------------------|---|----------------------|
| . analig | other Expenses e.g. | | cee an enac appiy) |
| | No other expenses | | |
| | Reimbursable | | |
| | Student Body Funds | | |
| | Title 1 | SELECT • | |
| | Program | SELECT |] |



Guide for Requesting a

Non-Athletic Field Trip

Funding – Other Expenses

In this section you can add any **additional funding information** e.g., admission, charter bus, lodging etc.

*For any questions regarding Funding, please contact your site's fiscal specialist. *For any questions regarding CAP field trips contact your site's CAP Champion.

| No other expenses Reimbursable Student Body Funds |
|---|
| Reimbursable Student Body Funds |
| Student Body Funds |
| |
| ↓ Title 1 |
| ProgramSELECT |

Educational Benefit

This section is required. Provide a brief description of how the field trip will provide an educational benefit to its participants.

| Educa | ational Benefit (briefly describe the educational benefit to participating student(s)* | |
|-------|--|----|
| | N/A | |
| | | |
| | | -4 |

Letter of Self-Insurance

If the facility operator of your field trip destination requests a letter of insurance, toggle 'Yes.' You can click the <u>link</u> to fill out the proof of SelfDid the facility operator request a <u>Letter of Self-Insurance</u> from LAUSD? * (REQUEST FOR PROOF OF SELF-INSURANCE FORM) Yes
No

Insurance Form and then submit the completed form by email to riskfinance@lausd.net.

Certify and Comment

Carefully Read and check the boxes next to the statements. You may provide additional comments about your field trip in the text box.

| Cervity the following statements by checking the boxes below: * | | |
|---|---|-----------------------|
| Ĩ | Il parent/guardian permission slips will be obtained prior to trip and kept on file at the school for 7 years iurrently, Student-to-Chaperone ratio is 10:1. All participants rosters will be updated as soon as I am aware of any changes/additions | |
| Ľ | I non-LAUSD employee chaperones will satisfy the volunteer requirements in BUL Establishing and Administering School/Offi | ce Volunteer Programs |
| Comments (Optional): | | |
| | | |
| | h. | |

Submit

You have finished your field trip application. Make sure to press the 'Submit' button!

