

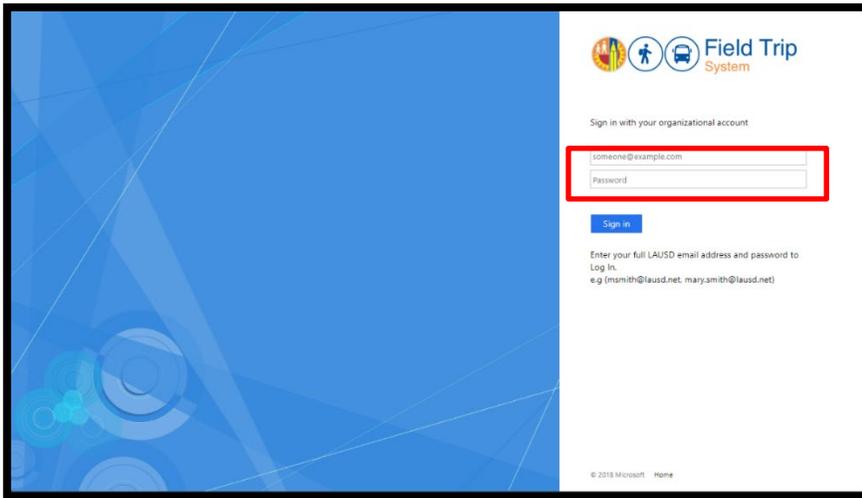


# Guide for Requesting a Non-Athletic Field Trip

## General Information

### Where do I request a field trip?

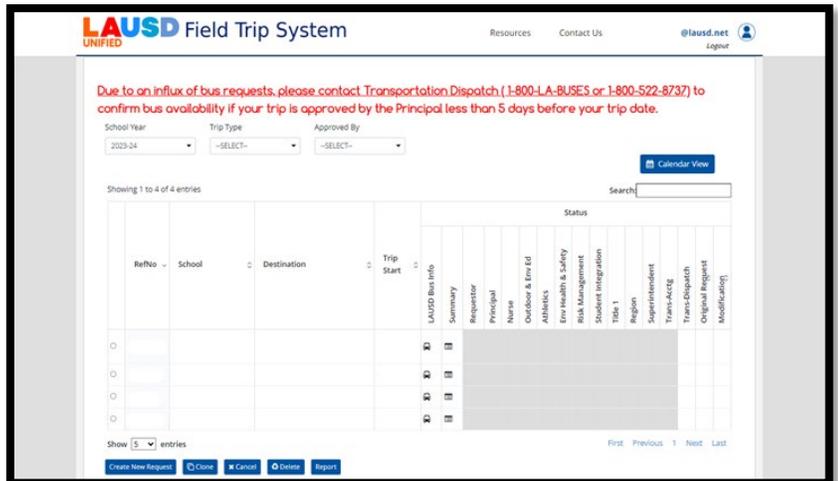
You request field trips through the iFieldTrip system. Visit the following link to access the iFieldTrip website: <http://ifieldtrip.lausd.net/>.



**1. Sign in with your LAUSD Single Sign-On (SSO)**

**2. After you sign in with your SSO, you should see a screen like this**

**\*\* If you do not see a screen like this, contact your school principal/administrator so that you may be granted access.**



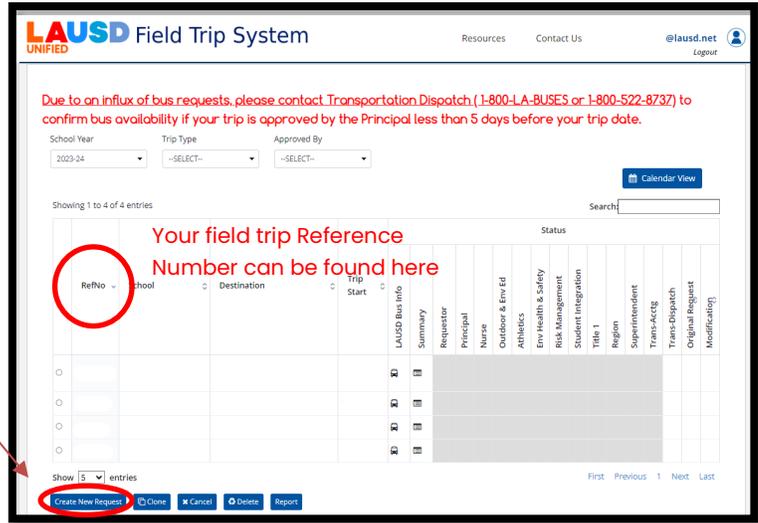


# Guide for Requesting a Non-Athletic Field Trip

## 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.



### 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.

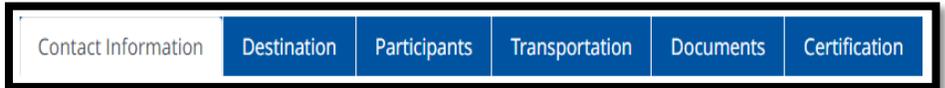


# Guide for Requesting a Non-Athletic Field Trip

## 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.



### 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**

Are you the main contact during the trip?\*

Yes     No

Main Contact Details\*

Employee Name: [Populated]

Employee ID: [Populated]

Employee Cell#: [Populated]

School Taking Trip\*

Cost Center Code: [Populated]

#### No

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

- **By selecting 'No,' 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]



# Guide for Requesting a Non-Athletic Field Trip

## Destination

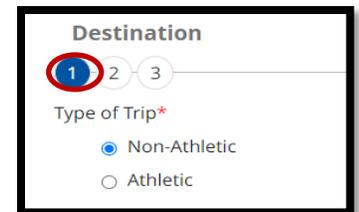
The 'Destination' tab consists of three sections. The information that will be filled out is to provide insight about the main destination and the type of activities that will occur on your field trip.



### Destination, Section 1

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

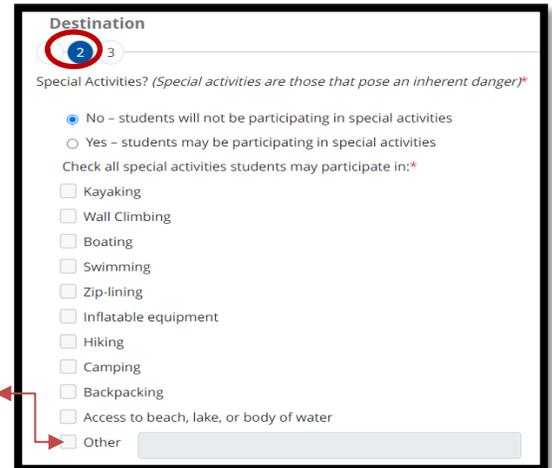
- If you select **Non-Athletic**, you will be prompted to move on to the next section.



### 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.

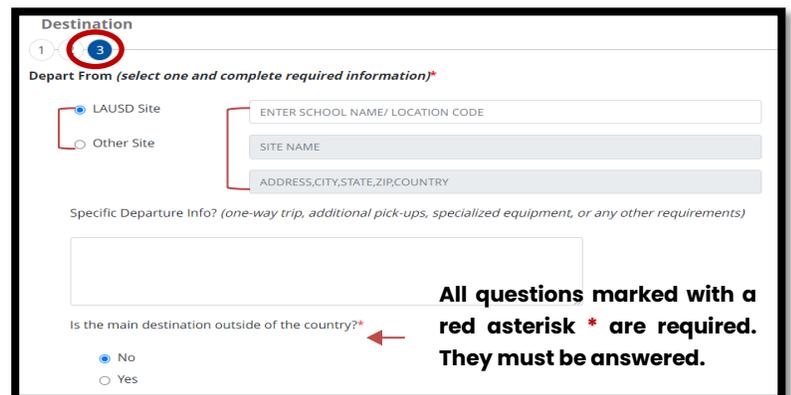
- If students will not be participating in special activities, select **'No.'** You will be prompted to move on to the next section.
- If students will be participating in special activities, select **'Yes.'** You may select an activity from the list. If your activity is not listed, select 'Other' and 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 not an LAUSD site**, select **'Other Site'** and carefully fill-in the required information.





# Guide for Requesting a Non-Athletic Field Trip

## Main Destination

- o 1A. 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.

- o 1B. If the **main destination** for your trip is on the pre-approved site list, select **'Pre-Approved Site'** and begin typing the name of your destination. It will **auto-populate and fill out** the information for you. **\*Tip: you can type key words like "museum" and a list of pre-approved museums will populate.**

- o 1C. 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.

- o 2. You can provide additional information about the destination of your trip in the box provided.

**\*It is suggested to coordinate with your Cafeteria Manager in a timely manner to ensure all lunches are provided.**

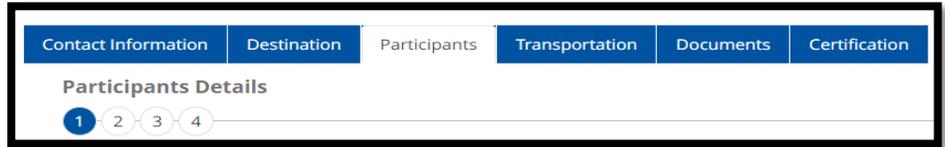
- o 3. Enter the date and time of your trip and if school lunches will be needed.



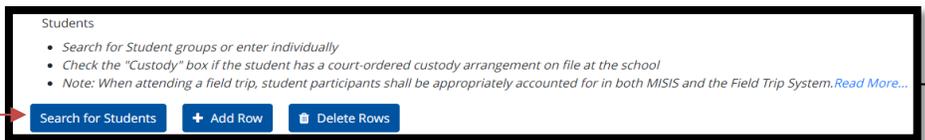
# Guide for Requesting a Non-Athletic Field Trip

## Participants

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



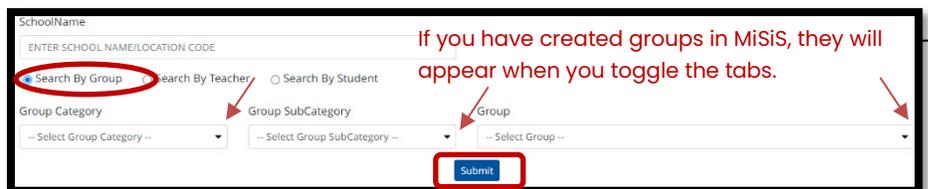
**\*Note that if you choose the option(s) to Search for Students by Group, By Teacher, or By Student, the student information will automatically sync from MiSiS.**

**\*Have patience. Only click Submit once. 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

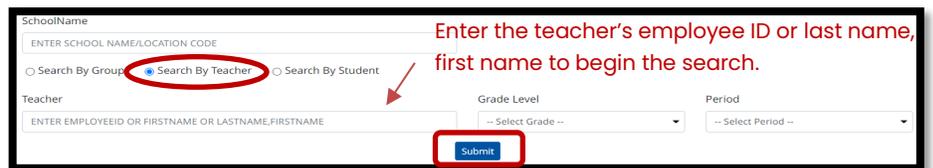
### Search By Group

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



# Guide for Requesting a Non-Athletic Field Trip

## 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.

SchoolName  
ENTER SCHOOL NAME/LOCATION CODE

Search By Group  Search By Teacher  Search By Student

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

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

Submit

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)  
000000X000, 000000X000, 000000X000, 000000X000, 000000X000, 000000X000

Student (Individual)  
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**.

	Student ID	Student Name	Grade	Parent Name	Parent Contact	Special Indicators			
						Health Alert	IEP	504	Custody Alert
<input type="checkbox"/>	000000X000	STUDENT NAME	X	PARENT NAME	###-###-####	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	000000X000	STUDENT NAME	X	PARENT NAME	###-###-####	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	000000X000	STUDENT NAME	X	PARENT NAME	###-###-####	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	000000X000	STUDENT NAME	X	PARENT NAME	XXX-XXX-XXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	000000X000	STUDENT NAME	X	PARENT NAME	###-###-####	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Guide for Requesting a Non-Athletic Field Trip

## Participants, Section 2

### Chaperones

This section is to **add** the field trip's **chaperone information**. This information is **entered manually**. To add more chaperones, select '+Add Row' and enter the additional chaperone information. There must be at least one certificated staff attending the field trip.



Chaperones Type	Name	Job Classification	Cell #	Main Contact (check one)	Age 18 or older? (Y/N)	Sex (M/F)	Certificated (Y/N)
<input type="checkbox"/> LAUSD EMPLOYEE <input type="checkbox"/>	ENTER NAME OR EMPID			<input type="checkbox"/>	Y	F	N



## 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 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.



Name	Organization	Riding bus	Student(s) Being Assisted	Comments
(LastName, FirstName)	(e.g. LAUSD, XYZ Agency, self)	(Y/N)	(LastName, FirstName)	(e.g. providing support only at lunch)

## Participants, Section 4

### Participant Summary

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



	Participants Currently Entered	Participants Expected*
Elementary Students (Grade 5 or below)		10
Secondary Students (Grade 6 or above)		0
Chaperones		1
Individuals Supporting Specific Students		0
Student-to-Chaperone Ratio		10:1

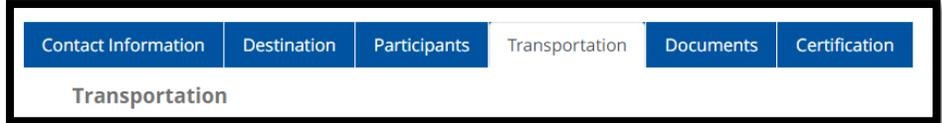
Fill in the planned participant numbers.



# Guide for Requesting a Non-Athletic Field Trip

## Transportation

The **Transportation tab** is used to **identify the type of**



**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.

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

## 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 1-800-522-8737, 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 **pre-approved charter bus companies.** 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 make your own arrangements.** The system will **not place the order for you.**



# Guide for Requesting a Non-Athletic Field Trip

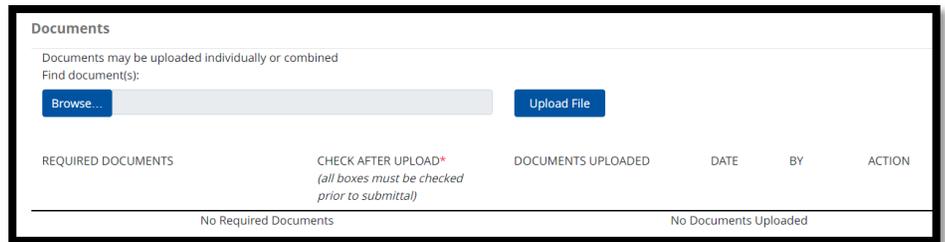
## Documents

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



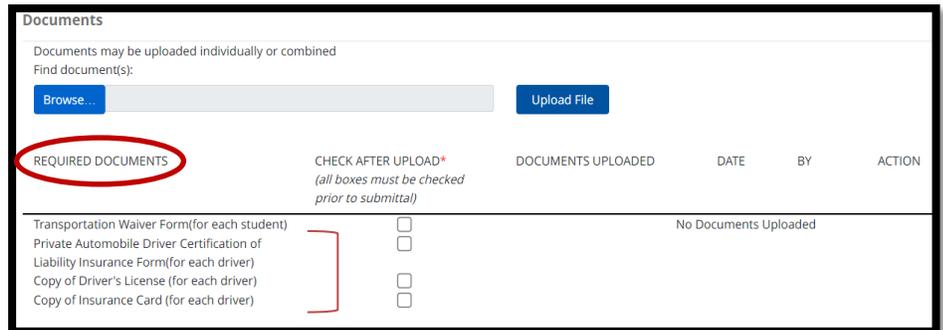
## How do I know what documents are required?

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 trip does not require documents, there will be no documents listed in the Required Documents Section.**



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

**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 needed to upload documents.

You can find a list of required documents on the [iFieldTrip information website](#).



# Guide for Requesting a Non-Athletic Field Trip



## Certification

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

**Requester Certification**

**Funding - LAUSD Bus**

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

Cost Center (Select one)\*: [Dropdown]

Funding Type (Select one)\*: [Dropdown] XXXXXXX Cost Center other than school taking trip

Reimbursable

Student Body Funds

Title 1 [---SELECT---

Program [---SELECT---

## 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.

**Requester Certification**

**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 [---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.**

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

## Educational Benefit

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

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

N/A

## Letter of Self-Insurance

If the facility operator of your field trip destination requests a letter of insurance, toggle ‘Yes.’ You can click the [link](#) to fill out the proof of Self-Insurance Form and then submit the completed form by email to [riskfinance@lausd.net](mailto:riskfinance@lausd.net).

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

(REQUEST FOR PROOF OF SELF-INSURANCE FORM)

Yes  No

## 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.

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](#) [Establishing and Administering School/Office Volunteer Programs](#)

Comments (Optional):

## Submit

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