# IFieldTrip How to Certify a Field Trip

### Step One

Type in the address ifieldtrip.lausd.net, then log in to the system by entering your LAUSD single sign-on and password.

Sign in with your organizational account someone@example.com Password	Field Trip
Password	Sign in with your organizational account
	Password
Sign in Enter your full LAUSD email address and password to Log In.	Sign in Enter your full LAUSD email address and password to Log In.

#### **Step Two**

After signing in, as an approver, you will have an "Approve Trip Request" tab. Click on the "Approve Trip Requests" tab to view field trip requests that are pending your approval/certification.



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### Step Three

Once you identify the field trips that are still pending your approval/certification (the ones with the blue 'approve' tab) you will click on the "Approve" tab for the designated field trip.

					Status												
RefNo 🦿	5 School	Destination	0	Trip Start <sup>©</sup>	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Title 1	Local District	Superintendent	Transportation	Approve ¢
20-13_8	ACADEMY	STAPLES CENTER		10/22/2019		-	-	-			-	-		-		(	Approve
20 1051	LEARNING ACADEMY	DRUM BARRACKS CIVIL WAR MUSEUM		10/24/2019	-	-	-	-				-		-			Approve
20-1 94	LEARNING	STAPLES CENTER		10/22/2019		~	-	-				~		*			Approved
20 131	LEARNING ACADEMY	CONTRERAS LC SOC JUS		09/10/2019		-	~	-						-			Approved
20-1.7.9	LEARNING ACADEMY	CONTRERAS LC SOC JUS		09/10/2019		~	~	-				-					Approved

### **Step Four**

After you click on the "Approve" tab, you will be taken to a new screen to review all the information that was input for the field trip request. To view the field trip's summary, you will need to click the 'CLICK HERE' link located towards the top of the screen.

School: Destinat CLICK H Che	IEARNING ACADEMY lon: DOWN BARRACKS CIVIL WAR MUSEUM, 10/24/2019 IRE TO REVIEW TRIP DETAILS BEFORE CERTIFYING: When monsportation Division will not be providing buses for this trip)" 'k each box where the statement is true: eck All
CLICK H CLICK H Che	ion: DEWM BARRACKS CIVIL WAR MUSEUM, 10/24/2019 RE TO REHEW TRIP DETAILS BEFORE CERTIFYING: Hiter monsportation Division will not be providing buses for this trip)" & each box where the statement is true: eck All
	ERE TO REFIEW TRIP DETAILS BEFORE CERTIFYING: "Interpretation Division will not be providing buses for this trip)" & each box where the statement is true: eck All
Che Che	ronsportation Division will not be providing buses for this trip)" % each box where the statement is true: eck All
Che Cl	k each box where the statement is true: eck All
	ieck All
6	
0	Complies with regulations and policies *
	Provides educational value *
6	Locations of nearest emergency facilities have been obtained *
6	Basic First Aid kit is available and will be taken on the trip *
	All parent/guardian permission slips will be obtained prior to trip and kept on file at the school for
	Currently, Student-to-Chaperone ratio is 24:1. All participant rosters will be updated as soon as I a
	I am aware that the field trip will last 1 day(s) *
0	The Nurse's certification (re: student medical needs and corresponding staff training) will be comp
P	All non-LAUSD employee chaperones will satisfy the volunteer requirements in BUL-6746.2, Estab rograms*
	All required approvals will be obtained prior to the trip. *
ir r	I am aware that my school/office is responsible for cancelling the field trip through the online Fiel cluding non-approvals by the Local District or Superintendent. Trips with LAUSD bus transportatio quire payment for services rendered. *
Co	mments(required for "Need more Info" or "Deny"):

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## **Step Five**

After you have reviewed the field trip summary (all details that were input for the field trip), you will need to check that all statements are true in the checkboxes provided and then click certify. You may add any comments you deem necessary.

A USD Transportation Division will not be acreviding by see for this trial?	Certin
(Louis) and her where the statement is t	
neck each dox where the statement is true:	
II Check All	
Compiles with regulations and policies *	
Revealed the second sec	
Locations of nearest emergency facilities have been obtained *	
Basic First Aid kit is available and will be taken on the trip *	
All parent/guardian permission slips will be obtained prior to trip and kept on file at the school	ol for 7 years *
Currently, Student-to-Chaperone ratio is 24:1. All participant rosters will be updated as soon a	as I am aware of any changes/add
I am aware that the field trip will last 1 day(s) *	
The Nurse's certification (re: student medical needs and corresponding staff training) will be c	completed prior to the trip *
All non-LAUSD employee chaperones will satisfy the volunteer requirements in BUL-6746.2, E Programs*	stablishing and Administering Sch
All required approvals will be obtained prior to the trip. *	
I am aware that my school/office is responsible for cancelling the field trip through the online including non-approvals by the Local District or Superintendent. Trips with LAUSD bus transport require payment for services rendered. *	Field Trip System if it will not take tation that are not cancelled in a t
Comments(required for "Need more Info" or "Deny"):	
CERTIFY NEED MORE INFO DENY	

#### **Step Six**

Once you have ensured that the field trip meets all requirements for certification, you can proceed to click the 'Certify' tab. After you click the 'Certify' tab, a pop-up message will appear indicating that you have successfully submitted a certification. Click the 'Ok' button and you have completed the certification process.

