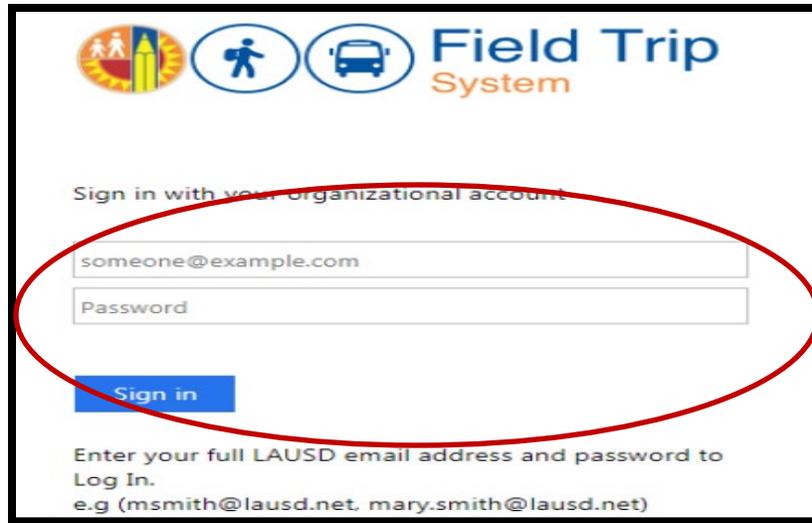




# iFieldTrip How to Certify a Field Trip

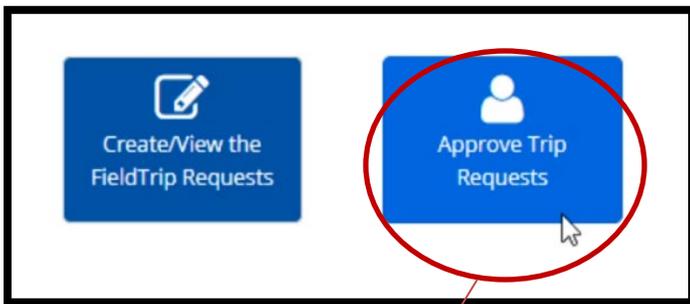
## Step One

Type in the address [ifieldtrip.lausd.net](http://ifieldtrip.lausd.net), then log in to the system by entering your LAUSD single sign-on and password.



## 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.



List of Field Trip Request

Showing 1 to 5 of 5 entries

ReqNo	School	Destination	Trip Start	Status	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Emr Health & Safety	Risk Management	Table 1	Local District	Supervisors/mentors	Approve
20-188	LEARNING ACADEMY	STAPLES CENTER	10/22/2019	Approved												Approve
20-121	LEARNING ACADEMY	DRUM BARRACKS CIVIL WAR MUSEUM	10/24/2019	Pending												Approve
20-194	LEARNING ACADEMY	STAPLES CENTER	10/22/2019	Approved												Approve
20-123	LEARNING ACADEMY	CONTRERAS LC SOC JUS	09/19/2019	Pending												Approve
20-129	LEARNING ACADEMY	CONTRERAS LC SOC JUS	09/19/2019	Pending												Approve

After you select/click the “Approve Trip Requests” tab, you will be taken to a dashboard that will show all trips that require your approval/certification.

**Tip: Field trips that have a blue “Approve” tab in the Approve column, are trips that still require your approval/certification.**





# iFieldTrip How to Certify a Field Trip

## 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.

(LAUSD Transportation Division will not be providing buses for this trip)\*

Check each box where the statement is true:

- Check All
- Complies with regulations and policies \*
- Provides educational value \*
- 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 for 7 years \*
- Currently, Student-to-Chaperone ratio is 24:1. All participant rosters will be updated as soon as I am aware of any changes/additions \*
- 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 completed prior to the trip \*
- All non-LAUSD employee chaperones will satisfy the volunteer requirements in BUL-6746.2, Establishing and Administering School/Programs\*
- 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 Field Trip System if it will not take place including non-approvals by the Local District or Superintendent. Trips with LAUSD bus transportation that are not cancelled in a timely manner require payment for services rendered. \*

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.

