



iFieldTrip How to Request a Field Trip Modification

Field trip modifications can be requested due to unforeseen circumstances. However, it is important to note that modification requests will require approval from one or more certifying departments.

***Modifications can only be requested after a field trip has already been approved. Once a modification is requested, it will be re-sent to specific departments for the modification request approval.**

Step One

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

Field Trip System

Sign in with your organizational account

someone@example.com

Password

Sign in

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)

Step Two

Once you are in your dashboard, click on the blue reference number for the field trip you need to request a modification for.

Click

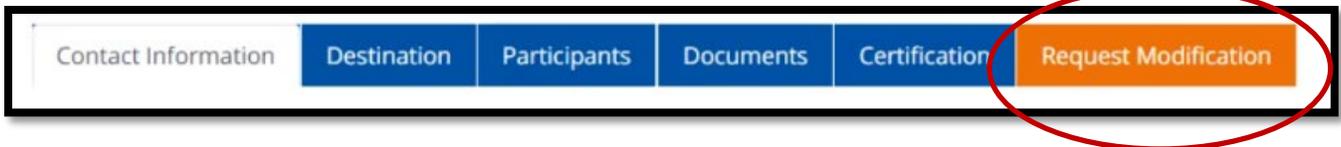
RefNo	School	Destination	Trip Start	LAUSD Bus Info	Summary
22-1028	SH	ROCKWELL SH...	08/27/2021...		



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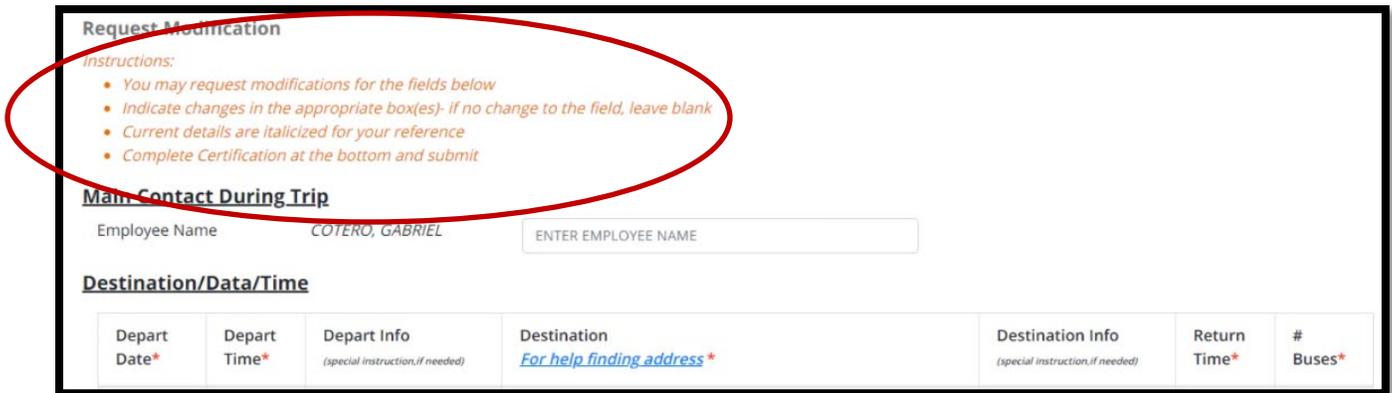
Step Three

After you have clicked the blue reference number that corresponds to the field trip you need to modify, select the orange "Request Modification" tab located on your screen.



Step Four

Once you have selected the "Request Modification" tab, proceed to read the instructions provided on the screen. The fields for which you can submit a modification will be listed on your screen, and you will be able to update your original entries.



Step Five

After you have completed filling out your modification requests, scroll to the bottom of the page to submit your modification request. ***Please note you will need to certify that you have received approval from your administrator to submit your modification request. After submission, you will receive a pop-up message confirming your modification was successfully submitted.**

