



What does it mean to clone a field trip request on iFieldTrip?

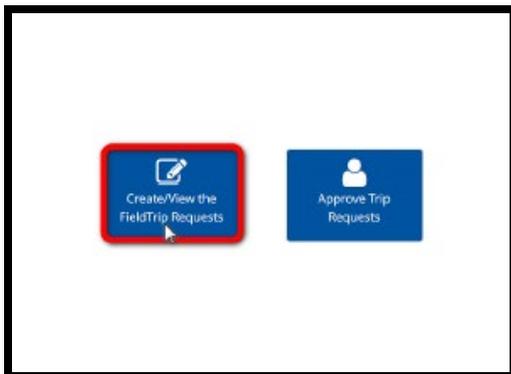
When you clone a field trip, the information from your original request is copied onto a new field trip request. **A new reference number will be generated, and the copied information can be edited before it is resubmitted for certification.**

***For general guidance on how to fill out a field trip request on iFieldTrip, see job aid [Request Non-Athletic Trip](#).**

How to clone, update, and resubmit a field trip request.

1. Go to ifieldtrip.lausd.net
2. Sign in with your LAUSD SSO (full email and password).

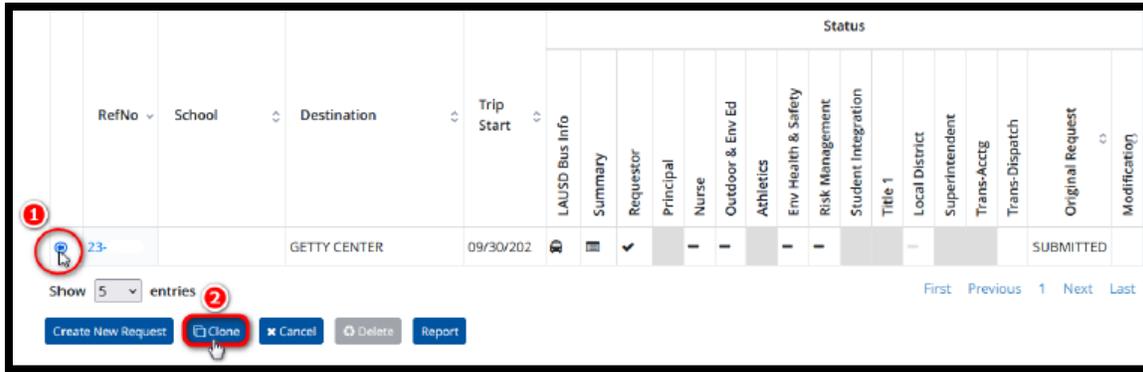
3. Click on the **'Create/View the FieldTrip Requests'** tab. (this tab may not be visible to all users). Your iFieldTrip **dashboard** will appear.



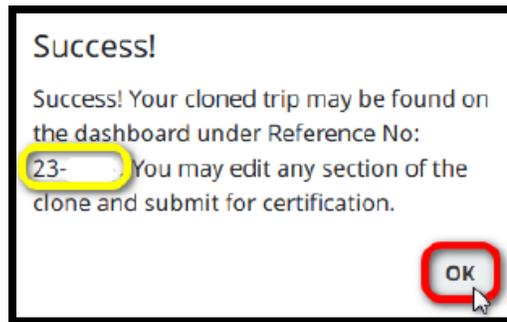
RefNo	School	Destination	Trip Start	Status
26		THE VENETIAN CONVENTION AND EXPO CENTER	09/11/2023	APPROVED
26		CATALINA ISLAND MARINE INSTITUTE (CMI) (GUIDED DISCOVERIES)	09/08/2023	APPROVED
26		LOS ANGELES ZOO	07/24/2023	APPROVED
26		POINT FERMIN OUTDOOR EDUCATION CENTER (LAUSD)	07/17/2023	SUBMITTED
26		POINT FERMIN OUTDOOR EDUCATION CENTER (LAUSD)	07/17/2023	SUBMITTED



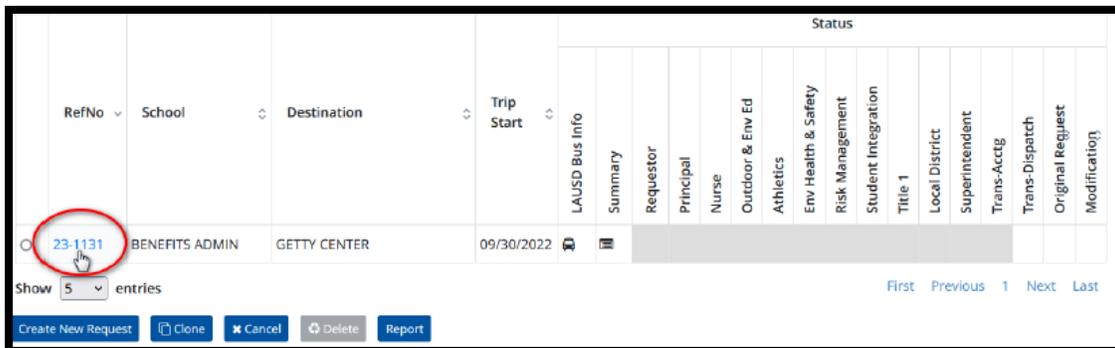
- Select the original trip request that you intend to make changes to. Then click the 'Clone' button.



- A pop-up alert will populate. It will indicate that you have successfully cloned your original field trip request. Please note the new reference number and then select and click 'OK.'



- Go back to your iFieldTrip dashboard and select the field trip request that you just cloned (it will have a new reference number).





7. Go through all tabs in your new field trip request and make the necessary changes.

Tip: In the 'Certification' tab, you can mention your original reference number in the 'Comments (Optional)' box. This is helpful if your original trip request has already been certified by some departments.



8. Next, click the 'Submit' button located in the bottom right corner of the Certification tab.

The screenshot shows the 'Requester Certification' form in the iFieldTrip system. The 'Certification' tab is active. The form contains the following sections:

- Funding - LAUSD Box:** Includes a 'Funding' dropdown menu and checkboxes for 'No other expenses', 'Nontransferable', 'Student Study Funds', 'Title I', and 'Program'. The 'Student Study Funds' checkbox is checked.
- Educational Benefit:** A text area with the prompt 'Describe the benefit'.
- Insurance:** A section asking 'Will the facility sponsor require a Letter of Self-Insurance from LAUSD?' with a 'Yes' radio button selected.
- Certify the following statements:** Three checkboxes are checked: 'All participants are 18 years of age or older at the time of the trip', 'All participants are LAUSD employees or students', and 'All participants are LAUSD employees or students'.
- Comments (Optional):** A text area for additional notes.
- Buttons:** 'Previous' and 'Submit' buttons are located at the bottom. The 'Submit' button is circled in red.

9. Cancel your original field trip request. **For guidance on how to cancel your original field trip request, see job aid, [iFieldTrip How to Cancel a Trip](#).**