

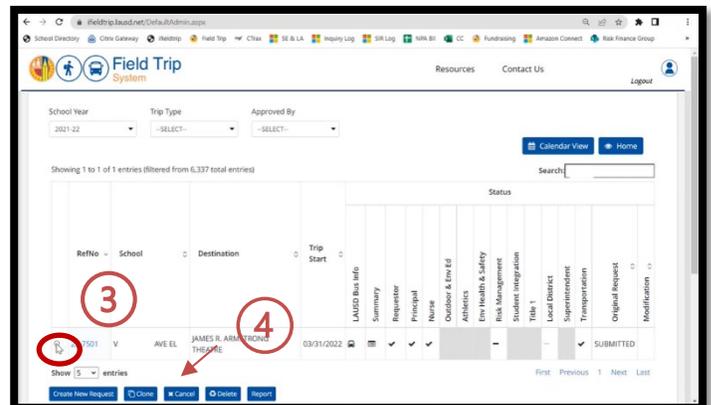


Common reasons why you might need to cancel your field trip

- You will no longer be going on the field trip.
- You need to make changes and clone your field trip.
- Other reasons may include but are not limited to scheduling conflicts, change of venue, field trip no longer occurring, etc.

How to cancel a field trip

- 1. Log onto iFieldTrip.**
- 2. Locate the field trip that is to be canceled.**
- 3. Select the toggle option in the first column of your screen.**
- 4. Click on the  button that is located towards the bottom left of your screen.**
- 5. A pop-up screen will appear. Select Yes.**
- 6. You have now canceled your field trip.**



For a short video on how to cancel your field trip, follow this link:

- [How to cancel a field trip request \(video\)](#)

