iFieldTrip for Principals

GETTING STARTED

🖥️ Online Field Trip System: https://ifieldtrip.lausd.net
  - Create/View Field Trip Requests
  - Approve Field Trip Requests

Create/View Field Trip Requests
- Displays all field trip requests for your school

Approve Field Trip Requests
- Displays all field trip requests for your school requiring approval

DASHBOARDS

Create/View Dashboard

View all field trip requests for your school

Populates latest LAUSD bus details.

Populates field trip summary page.

Field trip request status

Use the STATUS LEGEND to verify which offices are required to review.

Approver's Dashboard

View all field trip requests requiring your review/approval.

Principal Certification

Click to review the field trip summary before certifying.

Review and check off certification statements.

- **CERTIFY** = approve
- **NEED MORE INFO** = may approve with some clarification (must add reason in comments box; you can come back later to approve once satisfied)
- **DENY** = cannot approve for the reasons stated (must add reason in comments box; request will stop at this point)

Click to navigate to the Principal Certification

iFieldTrip for Principals

GRANTING iFIELDTRIP ACCESS VIA THE PRINCIPAL PORTAL

🖥️ https://principalportal.lausd.net.

- o Granting School Nurse Access Job Aid:
- o Granting Field Trip Designee Job Aid:

School Nurses

- Principals must grant iFieldTrip access to the school nurse via the Principal Portal.
- Please ensure the "Nurse" option is selected for *Role*.
- Region nurses can view and approve field trip requests if a school nurse is not available.

Field Trip Designees

- The Principal can choose to grant iFieldTrip Designee access to individuals at the school (e.g., SAA, field trip coordinator)
- The individual(s) designated as a Field Trip Designee is afforded the same level of viewing and approving authority as the Principal.

FIELD TRIP APPROVAL PROCESS

iFieldTrip General Approval Flow

REQUESTOR	→	SCHOOL	→	OFFICE(S)	→	APPROVAL
•Requestor submits field trip		•Principal & Nurse Certify*		•Office(s) Certify**		•Request is Approved
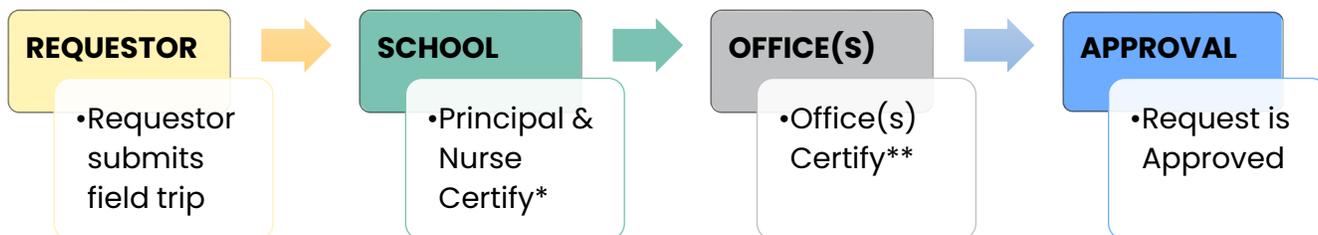
*Exceptions exsist (eg., athletic playoffs)

**Offices that are required to review depend on the characteristics of the field trip request. Offices that may be required to review the field trip include: Office of Outddor & Environmental Education (OOEE), Interscholastic Athletics, Environmental Health & Safety (OEHS), Division of Risk Management & Insurance Services, Student Integration,Title 1, Region, Superintendent, and/or Transportation Services Division.

iFieldTrip for Principals

RESOURCES

- ⌨ Risk Management Field Trip Website: https://fieldtrips.lausd.net
- ⌨ iFieldTrip Resources: https://achieve.lausd.net/Page/15087

CONTACT INFORMATION

Regarding Online System Issues:

ifieldtrip@lausd.net

Regarding Athletics:

○ Athletics Office interscholasticathletics@lausd.net 213-241-5847