How to approve field trips using ifieldtrip.lausd.net

From your browser, type in the address ifieldtrip.lausd.net, then log in using your LAUSD single sign-on
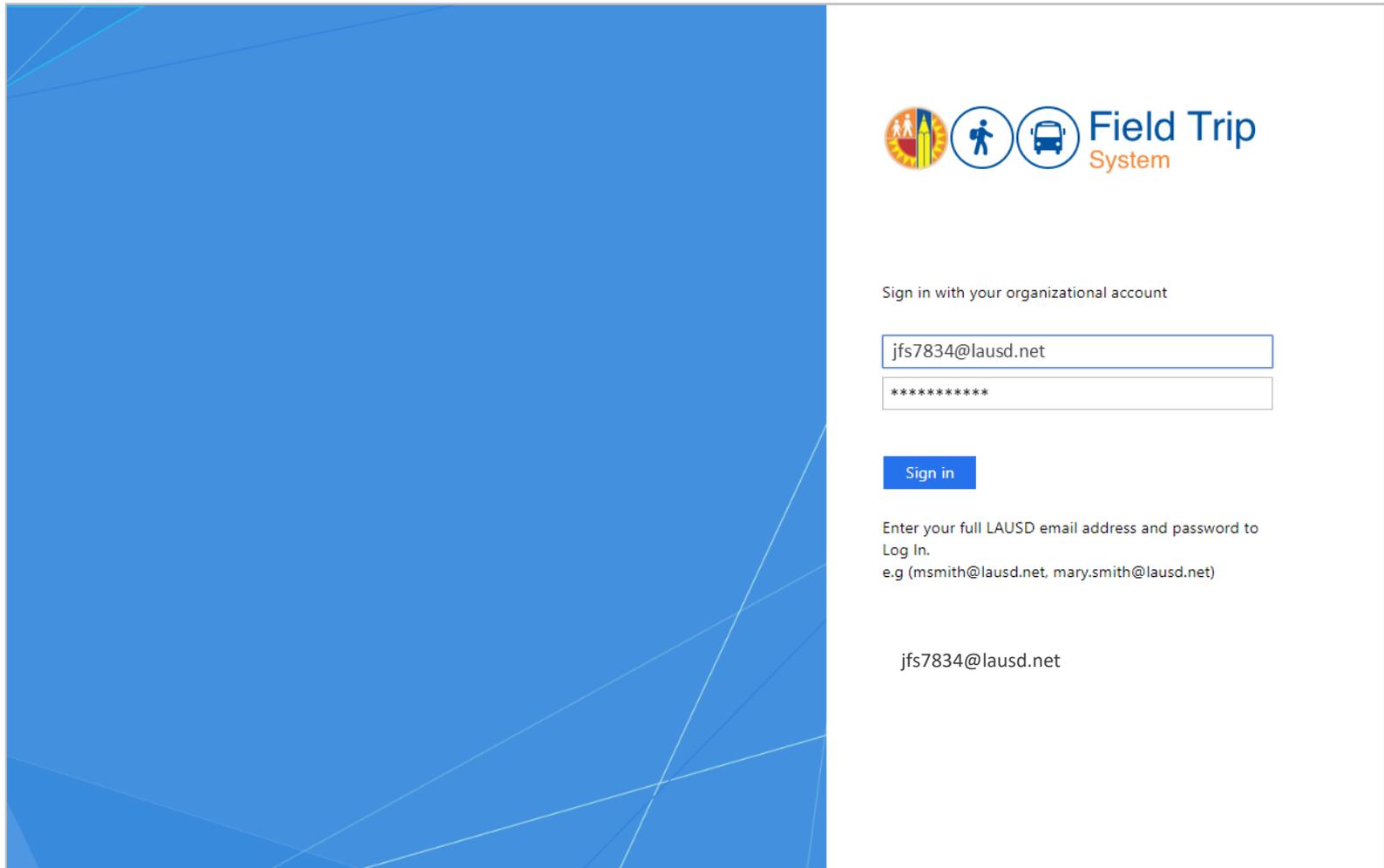
From the home screen, select "Approve Trip Requests"
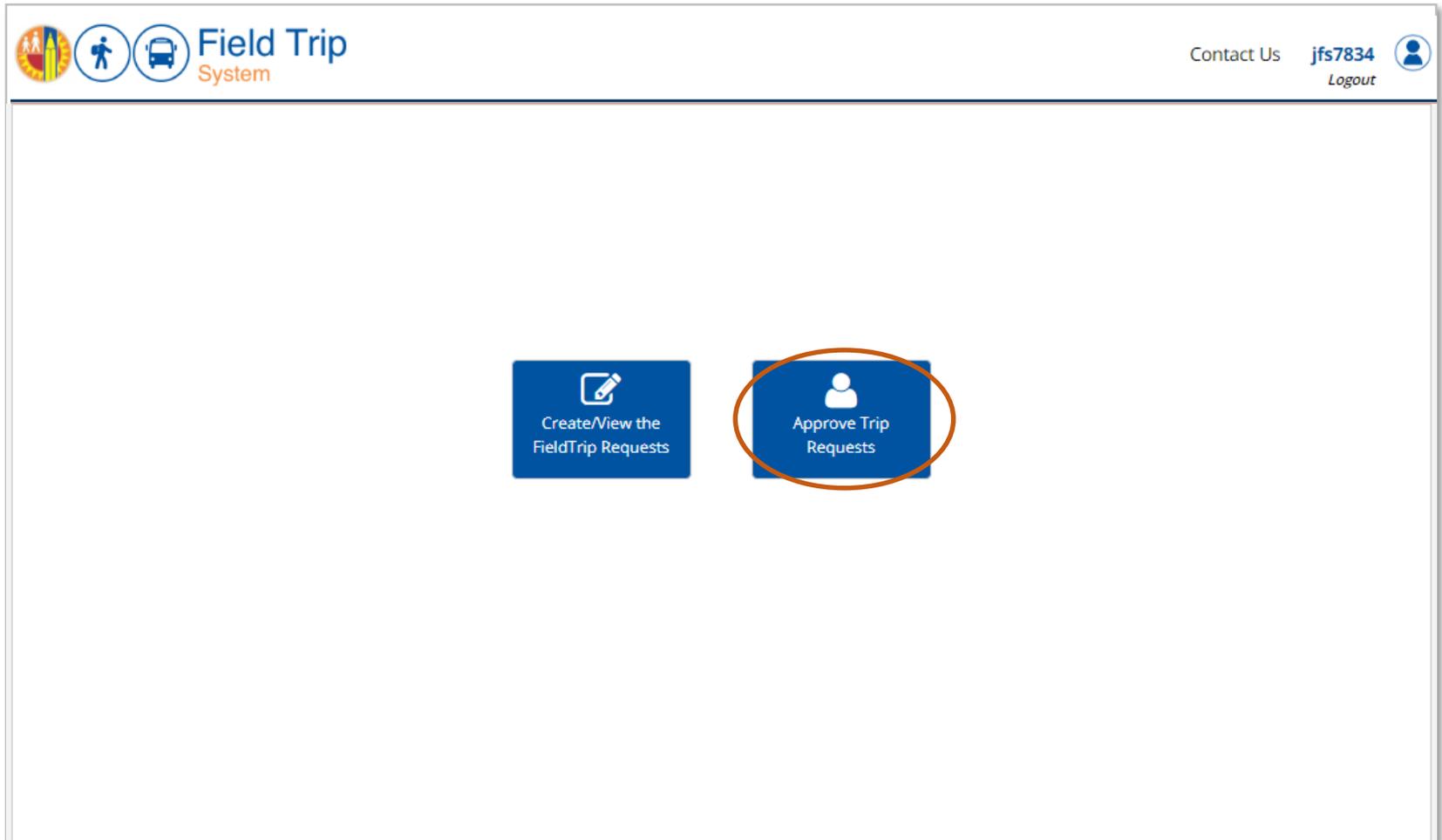
The approval dashboard will show all the trips pending your approval. Click on the "Approve" button corresponding to the trip you want to approve.

On the certification page, review a summary of the request before certifying. Then check off all statements to confirm your agreement and click "Certify." Each certifier will see statements appropriate to their role; a Principal's certification (example below) will have different certification statements than Transportation, OEHS, or other approvers.

If you have questions or do not approve of the trip, indicate the reason in the Comments box and click "Need More Info" or "Deny" accordingly.

Principal Certification

Home

Ref No: 20-1147

School: GULF AVE EL

Destination: ANGELS GATE PARK (CITY OF LOS ANGELES), 09/17/2019

CLICK HERE TO REVIEW TRIP DETAILS BEFORE CERTIFYING:

To see a summary of trip details

Check each box where the statement is true:

☐ 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 8:1. 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/Office Volunteer 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 for any reason, including non-approvals by the Local District or Superintendent. Trips with LAUSD bus transportation that are not cancelled in a timely manner will require payment for services rendered. *

Comments(required for "Need more Info" or "Deny"):

Click NEED MORE INFO if you require additional information before approving. You can go back in to approve once you have all the information you need.

Click DENY if you do not wish to approve the trip

CERTIFY NEED MORE INFO DENY

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