Field Trip Handbook

Draft 9/14/18

This handbook may be used during the pilot period to assist in submitting or approving trip requests. This document is a work in progress and will be updated periodically.
Contents

A. INTRODUCTION

B. DETERMINING TRIP TYPE

C. REQUIRED DOCUMENTS

D. REQUIRED APPROVALS

E. TRIPS NOT AUTHORIZED BY THE DISTRICT

F. LEGAL AND DISTRICT POLICY REQUIREMENTS

G. RESPONSIBILITIES

H. ONLINE REQUEST

I. RELATED RESOURCES
A. INTRODUCTION

“Field trip” is a general term used to describe a variety of excursions that may be curricular, extracurricular, or athletic in nature. With LAUSD’s proximity to diverse cultural and geographical offerings and the ease of interstate travel, LAUSD field trips include a wide spectrum of destinations and activities. Each trip is unique and needs to be planned with student safety in mind. This handbook will help schools prepare for a field trip and provide guidance for obtaining the appropriate approvals.

B. DETERMINING TRIP TYPE

For approval purposes, there are three categories of authorized trips: Routine; Non-Routine; and Athletic. To determine your trip type, check off the appropriate response for each question. The trip will be Routine unless there are checks in Column 2 (Non-Routine) or Column 3 (Athletic).

<table>
<thead>
<tr>
<th></th>
<th>COLUMN 1</th>
<th>COLUMN 2</th>
<th>COLUMN 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where are you going?</td>
<td>LAUSD Site</td>
<td>Other Site</td>
<td>Other Site</td>
</tr>
<tr>
<td></td>
<td>Pre-Approved Site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How far is it one way?</td>
<td>Less than 75 miles</td>
<td>75+ miles</td>
<td>Other mode</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(e.g. charter bus, walking, train, plane)</td>
</tr>
<tr>
<td>How will you get there?</td>
<td>LAUSD Bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other mode</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(e.g. charter bus, walking, train, plane)</td>
</tr>
<tr>
<td>What time is the trip?</td>
<td>During the school day</td>
<td></td>
<td>Outside the school day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(e.g. overnight, depart/return outside</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>normal school hours)</td>
</tr>
<tr>
<td>What activities will</td>
<td>Low Risk</td>
<td>Poses an inherent risk</td>
<td>CIF-Sanctioned practices, contests, or</td>
</tr>
<tr>
<td>students participate in?</td>
<td>(e.g. walking tours,</td>
<td>(e.g. hiking, camping,</td>
<td>tournaments</td>
</tr>
<tr>
<td></td>
<td>viewing exhibits,</td>
<td>backpacking, wall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>attending performances,</td>
<td>climbing, access to body</td>
<td></td>
</tr>
<tr>
<td></td>
<td>basic arts and crafts)</td>
<td>of water)</td>
<td></td>
</tr>
</tbody>
</table>

Routine

Example: Trip to Griffith Park to ride the Merry-Go-Round and take a guided nature walk

Non-Routine

Example: Trip to Griffith Park to observe habitats along two-mile hike on Skyline Trail

Athletic

Example: Trip to Griffith Park to compete in a league game at Riverside Drive tennis courts
C. REQUIRED DOCUMENTS

Parent/guardian permission slips are required for all trips. But depending on the trip characteristics, additional documents may be required to provide assurance that the trip has been planned with the safety of those participating in mind. For example, a trip to the Cabrillo Marine Aquarium Museum with lunch at the adjacent beach would require parent permission slips from all students plus a Red Cross Lifeguard Certificate held by a chaperone (due to the inherent danger of access to a body of water). The following table identifies required documents based on trip characteristics.

GENERAL GUIDELINE: The more routine the trip, the fewer supporting documents required.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>All field trips</td>
<td>Parent/guardian permission slips</td>
</tr>
<tr>
<td>Destination is not an LAUSD site nor pre-approved site</td>
<td>Brochures/literature regarding destination; Itinerary - detailed schedule; Certificate of Insurance</td>
</tr>
<tr>
<td>Destination is more than 75 miles away</td>
<td>Itinerary - detailed schedule</td>
</tr>
<tr>
<td>Multiple stops</td>
<td>Itinerary - detailed schedule</td>
</tr>
<tr>
<td>Overnight stay</td>
<td>Itinerary - detailed schedule</td>
</tr>
<tr>
<td>Out-of-State or Out-of-Country</td>
<td>Waivers for Out-of-State Field Trip</td>
</tr>
<tr>
<td>Hiking, camping or backpacking</td>
<td>Map of destination area, Red Cross First-Aid Certificate, American Camping Association approval, and copy of letter to parents</td>
</tr>
<tr>
<td>Access to body of water</td>
<td>Red Cross Lifeguard Certificate</td>
</tr>
<tr>
<td>Mode of transportation is private auto</td>
<td>Private Automobile Driver Certification for Liability Insurance; Transportation Waiver</td>
</tr>
<tr>
<td>Mode of transportation is van (manufactured to accommodate 15 passengers)</td>
<td>CDL with passenger transport vehicle (PV) endorsement</td>
</tr>
<tr>
<td>Title I Funding for LAUSD Bus</td>
<td>Single Plan for Student Achievement (SPSA) page addressing field trip</td>
</tr>
<tr>
<td>Reimbursement Funding for LAUSD Bus</td>
<td>Authorization Letter signed by the sponsor</td>
</tr>
<tr>
<td>LAUSD Bus funded by cost center other than school</td>
<td>Documentation confirming funding by cost center other than the school taking the trip</td>
</tr>
<tr>
<td>Athletic tournament</td>
<td>Invitation Letter and Conference Form</td>
</tr>
</tbody>
</table>
D. REQUIRED APPROVALS

Required approvals will vary depending on the trip type and its characteristics. For example, a trip to a pre-approved museum traveling by LAUSD bus is characteristic of a routine trip and therefore requires the approval of the principal, nurse, and Transportation. In contrast, an out-of-state trip to a robotics competition has attributes of a non-routine trip and would require the approval of the principal, nurse, OEHS, Risk Management, Local District and Superintendent. The additional approvals in the latter example allow appropriate offices to vet any safety, liability or funding issues. In general, non-routine trips have characteristics that need to be assessed beyond the Principal. The table below summarizes the approvals required.

GENERAL GUIDELINE: The more routine the trip, the fewer additional approvals required.

<table>
<thead>
<tr>
<th>Trip Category</th>
<th>Required Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine</td>
<td>Principal, Nurse, Transportation</td>
</tr>
<tr>
<td>Non-Routine</td>
<td>Principal, Nurse</td>
</tr>
<tr>
<td>+ Special activities with inherent risks or dangers</td>
<td>OEHS, Risk Mgmt, Local District</td>
</tr>
<tr>
<td>+ Hiking, camping or backpacking</td>
<td>OOEE, OEHS, Risk Mgmt, Local District</td>
</tr>
<tr>
<td>+ Destination is not an LAUSD site/pre-approved site</td>
<td>OEHS, Risk Mgmt, Local District</td>
</tr>
<tr>
<td>+ Destination is more than 75 miles away</td>
<td>OEHS, Risk Mgmt, Local District</td>
</tr>
<tr>
<td>+ Multiple stops</td>
<td>OEHS, Risk Mgmt, Local District</td>
</tr>
<tr>
<td>+ Overnight stay</td>
<td>OEHS, Risk Mgmt, Local District</td>
</tr>
<tr>
<td>+ Out-of-state/country</td>
<td>OEHS, Risk Mgmt, Local District, Superintendent</td>
</tr>
<tr>
<td>+ More than 1 instructional day missed</td>
<td>Local District</td>
</tr>
<tr>
<td>+ Mode of transportation is an LAUSD bus</td>
<td>Transportation</td>
</tr>
<tr>
<td>+ Mode of transportation is not an LAUSD bus</td>
<td>OEHS, Risk Mgmt, Local District</td>
</tr>
<tr>
<td>+ Title I program funds sought to pay for the trip</td>
<td>Title I Office</td>
</tr>
<tr>
<td>Athletic - league/non-league game</td>
<td>Athletics, Nurse</td>
</tr>
<tr>
<td>Athletic – tournament*</td>
<td>Athletics, Principal, Nurse</td>
</tr>
<tr>
<td>Athletic - playoff/championship game</td>
<td>Athletics</td>
</tr>
</tbody>
</table>

OEHS = Office of Environmental Health & Safety
OOEE = Office of Outdoor & Environmental Education
Risk Mgmt = Division of Risk Management & Insurance Services
* Denotes additional field trip characteristic
* Athletic tournaments may have additional field trip characteristics that require additional approvals

Schools should submit their field trip requests at least a month prior to departure to ensure all certifications are completed and any issues are resolved. Trips requesting LAUSD bus transportation that are submitted less than 15 calendar days from departure require an exception approval from Transportation due to the short notice.
E. TRIPS NOT AUTHORIZED BY THE DISTRICT

A trip is not authorized if it does not have the required approvals – the result of a certifier denying the request or there has been no attempt to seek approval. Examples of trips that may not be authorized include those that are not related to the instructional program, not supervised by school personnel, or purely voluntary (e.g. ski trips, school club trips; Grad Night). In addition, athletic-out-of-season trips (e.g. All-Star contests, competition outside of CIF season, athletic camps, athletic clinics/showcases, or college visits) would not be authorized. The District cannot assume responsibility or liability for non-authorized trips; responsibility is assumed by the sponsoring person(s) or organization and the parent who allows the child to attend.

When principals become aware of a non-authorized trip, they are responsible for the following:

✓ Informing the Local District Superintendent
✓ Ensuring that the school does not promote the trip through the school network of communication to parents and fellow students or through posters displayed on the school site
✓ Ensuring that school facilities are not used to host meetings or activities related to the trip
✓ Informing (verbally and in writing) all District employees who participate in non-authorized field trips that they do so strictly in their personal capacity and not as District employees (Attachment ___)
✓ Reviewing the Code of Conduct with Students
✓ Informing (in writing) parents of students planning to participate that the District assumes no liability in connection with the trip (Attachments ___).
✓ Logging basic information in the online Field Trip System (important for documenting communication efforts)
✓ Denying approval of illness or personal necessity time for instructional time missed while on trip
F. LEGAL AND DISTRICT POLICY REQUIREMENTS

General Requirements

1. **District Policy Notice.** The Field Trips Handbook represents District Policy. Any District employee may be subject to discipline for failing to comply with the requirements and procedures described herein.

2. **Code of Conduct with Students.** Employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid the situations indicated in the “Code of Conduct with Students.”

3. **Chaperone Clearance.** When selecting chaperones for field trips, avoiding potential risks that may compromise the health and safety or students is of utmost importance. In this regard, the principal or designee is responsible for checking the Megan's law website (https://www.meganslaw.ca.gov/Default.aspx), an online database of sex offenders. If a potential chaperone’s name is on the list, then he or she is prohibited from chaperoning a field trip. For overnight trips, or if the duties performed by the chaperone require more than limited contact with students, obtaining tuberculosis (TB) and fingerprint clearance is advisable.

   Whether on an overnight or school-day field trip, chaperones are expected to abide by the Chaperone Code of Conduct established by the District. The principal or designee is responsible for ensuring that the chaperones are familiar with the requirements. *(this is sample language, currently no LAUSD guidance on chaperones)*

4. **Nondiscrimination.** LAUSD is committed to providing a working and learning environment free from discrimination, harassment, intimidation and/or bullying. In accordance with this nondiscrimination policy:

   *Students will not be denied participation in the educational trip because of race, color, national origin, sex, sexual orientation, or disability.*


   *Sources: Education Codes §35330-§35332 and §220, Excursions and Field Trips, Penal Code § 422.5; MEM-5818.3, Nondiscrimination Required Notices and Ordering of Student Brochures, May 15, 2015; Board Rule 2379.*

Program Requirements

1. **Trip should be school-related.** The field trip is connected with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, in any other state, the District of Columbia, or a foreign country for elementary or secondary school students.

2. **Trip should be educationally worthwhile.** The educational trip is educationally worthwhile and leads directly to the educational growth of the students.

3. **Trip should be for all student levels.** The educational trip is for students enrolled in early education centers or in elementary, secondary or adult schools of the District, including Career and Transition Centers and other District programs.

   *Sources: Education Code §35330; Board Rule 2379*
Administrative Requirements

4. **Involve LAUSD employees as needed.** Where necessary, LAUSD personnel have been engaged, as they desire, to contribute their services beyond the normal period of employment.

5. **Utilize LAUSD employees for supervision.** Adequate supervision must be provided by certificated LAUSD personnel. Trained LAUSD personnel must be provided to supervise students with specialized disabilities, health and behavioral needs.

6. **Obtain necessary approvals.** The appropriate approval process must be followed for this educational trip.

Sources: *Education Code §35330; Board Rule 2379*

Funding Requirements

1. **LAUSD will work with communities to secure funding.** LAUSD ensures that no student is prevented from participating in the educational trip due to a lack of sufficient funds by coordinating with community service groups to assist with funding. Sufficient funding includes money for equipment and staffing as indicated in a student’s Individualized Education Program or 504 Plan.

2. **LAUSD will not use school district funds for student participation.** LAUSD ensures that no expenses of participating students are paid with school district funds (expenses of instructors, chaperones, and personnel may be paid with district funds, as may incidental costs of using district equipment on the educational trip.

3. **LAUSD Superintendent will not pay for out-of-state transportation.** LAUSD acknowledges that the Superintendent will not make transportation allowances for out-of-state destinations.

4. **LAUSD will fund the trip using the current budget.** The educational trip must be paid for out of currently budgeted, appropriate funds.

5. **LAUSD will make trips free for students when possible.** The educational trip is free of cost to students if the Average Daily Attendance credit is to be granted, except for trips conducted by the Beyond the Bell Branch and some conducted under policies governing student body activities. Students and parents will not be charged fees or admissions or be asked to make a mandatory donation as a condition to participate.

6. **LAUSD Board must approve non-transportation expenses.** If the educational trip involves expenses other than transportation (such as admission fees, overnight trips, and trips outside of Los Angeles County), Board of Education approval must be obtained.

7. **LAUSD student body funds may be used to enhance the trip.** The funds of a student body organization established in a public school for kindergarten and grades 1 through 6 may be used to finance activities for noninstructional periods or to augment or to enrich the programs provided by the district. Student Body Funds cannot be used for overnight, out-of-state, out-of-country or Non-Sponsored field trips. In secondary schools, student body funds cannot be used for the instructional program, and therefore cannot be used for those trips during the instructional day. Student Body Funds cannot be used to fund out-of-state, out-of-the-country, or Non-Sponsored trips. Contact your Coordinating Financial Manager for further details.

Sources: *Education Codes §35330, §35332, and §48934; Board Rules 2379 and 2106; Bulletin 4624.0, Elementary Student Body Organizations – Permitted and Prohibited Expenditures; Publication 464, Student Body Policies and Accounting Procedures – Elementary Schools; Bulletin 4591.0, Secondary Student Body Organizations – Permitted and Prohibited Expenditures; Publication 465, Student Body Policies and Accounting Procedures – Secondary Schools*
Transportation Requirements

1. **LAUSD provides insurance if LAUSD transportation used.** If LAUSD provides transportation by use of district equipment, LAUSD must secure appropriate liability insurance to cover this usage.

2. **LAUSD may enter into an agreement with an outside vendor.** If LAUSD provides transportation through the use of an outside vendor, there must be an appropriate agreement in place.

3. **LAUSD will meet requirement for air travel.** If air travel is involved in the educational trip, LAUSD must ensure the legal requirements are met.

*Sources: Education Codes §35330 and §35332; Board Rule 2380*

Medical Requirements

1. **Parent must grant medical authorization for student participating.** Each student’s parent/guardian must provide written medical authorization for the participating student.

2. **LAUSD Board must provide hospital services for students participating.** The Board of Education must provide or make available medical or hospital services for students participating in the school-sponsored educational trip. The Voluntary Medical Coverage for Accident Insurance option meets this requirement.

3. **LAUSD ensures that a first aid kit is provided on the trip.** LAUSD must ensure that the teacher, instructor, or agent participating in the educational trip has a first aid kit immediately available while conducting the trip. Note: Willful violation of this statute by a board member, superintendent, or specified employees or agents constitutes a misdemeanor.

4. **The LAUSD chaperone ensures access to medication for students requiring them.** The teacher, instructor, or agent participating in the educational trip must ensure students with special medication needs (asthma, diabetes, allergies, etc.) will have access during the trip to required medications (e.g., EpiPens, asthma inhalers, etc.).

*Sources: Education Code §35331 and §32040; Board Rule 2106; Bulletin 3878.2, Assisting Students with Prescribed Medication at School*

Risks and Responsibilities

1. **Adults must sign a waiver.** Adult participants and parents/guardians of all student participants must sign a statement waiving all claims against LAUSD or the State of California for injury, accident, illness, or death occurring during or by reason of the educational trip.

2. **Insurance for use of equipment.** If LAUSD will provide equipment and supplies for the educational trip, there must be appropriate insurance coverage for use of the equipment and supplies.

3. **LAUSD is responsible for student conduct.** LAUSD is liable for conduct or safety of students during school-sponsored activities while the student is or should have been under the supervision of the district’s employee or agent.

*Sources: Education Codes §35330 and §44808*
G. RESPONSIBILITIES

Field Trip Requestor
- Compile and input field trip details through online field trip system
- Communicate with and/or resolve any issues with staff related to online request

Supervising Employee (of field trip)
- Communicate schedule and any issues to affected staff (e.g. Principal, Cafeteria Manager, sub, etc)
- Have in possession throughout field trip:
  - physical copy of student participant roster with emergency contact information
  - basic first aid kit

Principal
- Certify trip through online field trip system:
  - The field trip has educational value
  - Permission slips and waivers will be obtained prior to trip.
  - The nurse will certify review of student medical needs and corresponding training prior to trip.
  - Student-to-chaperone ratio will not exceed 10:1
  - Availability of a basic first aid kit.
  - Complies with regulations and policies
- Ensure chaperones are cleared for the trip they are participating in
- Complete responsibilities outlined in Section E – Trips Not Authorized by the District, when aware of such trip

Nurse
- Certify trip through online field trip system:
  - Performed a review of students identified with health/medical needs, as identified on the Field Trip Authorization and Personal Health History Form.
  - Completed training for the designated employee(s) to administer and maintain medications (including inhalers, Epi-pens, etc.) and for any students with special medical conditions (e.g. diabetes, asthma, seizure disorder, severe allergies, cardiac conditions, etc.).
  - Conferred with the Nursing Administrator in matters of supervision, assignment, and training of Licensed Vocational Nurses (LVNs) and/or Unlicensed Assistive Personnel (UAPs) for students requiring specialized procedures (e.g. catheterization, tube feedings, insulin administration, etc.).
  - Added Licensed Nursing Providers, Trained Unlicensed Assistive Personnel, and/or parents/guardians to the list of field trip participants, if applicable.

Office of Outdoor & Environmental Education (some non-routine trips)
- Certify trip through online field trip system:
  - Complies with pertinent regulations and policies

Office of Environmental Health & Safety (most non-routine trips)
- Certify trip through online field trip system:
  - Complies with health and safety regulations and policies

Division of Risk Management (most non-routine trips)
- Certify trip through online field trip system:
  - Reviewed for risk of loss
  - Complies with insurance requirements
**Interscholastic Athletic Department** (athletic trips)
- Certify trip through online field trip system:
  - Complies with athletic regulations and policies
  - Athletic funding approved

**Transportation Services Division** (trips using LAUSD bus)
- Certify trip through online field trip system:
  - Indicate job number if adequate funding
  - Approve exceptions if outside parameters

**Local District** (most non-routine trips)
- Certify trip through online field trip system:
  - The field trip has educational value and is appropriate to the instructional program.
  - Complies with regulations and policies.

**Title I Office** (trips with Title I funding)
- Certify trip through online field trip system:
  - Addressed in school’s SPSA
  - Supplements core instructional program and improves academic achievement for at-risk students
  - Approve Title I funds

**Superintendent**
- Certify trip through online field trip system:
  - Reviewed out-of-state/country request
H. ONLINE REQUEST – ifieldtrip.lausd.net

The District’s online Field Trip Request System (ifieldtrip.lausd.net) is a web-based application that can be accessed through a desktop computer or a mobile device using your LAUSD single sign-on. This section includes:

- A checklist of items to have on hand when completing a request
- Step-by-step procedures to completing and approving a request.

Checklist of items to have on hand when completing request:

- Name and Employee ID of employee supervising field trip (if different from Requestor)
- Departure and return dates/times
- Knowledge of activities students will be participating in
- Name and address of destination (if not LAUSD site or pre-approved site)
- Names and Employee IDs of LAUSD employee chaperones
- Names of non-LAUSD employee chaperones
- Names and affiliations of individuals supporting students one-on-one (e.g. LVNs, behavioral aides)
- Uploadable documents (see Section C. Required Documents – exception: parent/guardian permission slips do not need to be uploaded)
- # of Non-collapsible wheelchairs (if using LAUSD Bus)
- # of Buses Needed (if using LAUSD Bus)
- Funding source (e.g. sponsor info if reimbursable, program code/cost center if District funded)

Step-by-step procedures for online field trip system

The following pages provide details on how to complete a request, approve a request, and use specific features to improve your experience.
1. Go to ifieldtrip.lausd.net and log in using your LAUSD Single Sign-On

2. On the WELCOME PAGE
   - Select “Create/View”

Note:
Welcome Page options may be slightly different from the example above depending on the user’s designated role(s).
If your only role is to “Create/View,” the first screen you will see is the Dashboard (Step 3).
3. On the DASHBOARD
   ▪ Select “Create New Request”

4. On CONTACT INFORMATION tab,
   ▪ Select yes or no to indicate whether you are the employee supervising the trip.
   ▪ Enter name and school location information if not auto-populated by the system.
   ▪ Add/delete multiple locations information if appropriate.
5. On DESTINATION tab,
   - Select trip type
     - Indicate whether or not any of the listed special activities will take place on the trip.
     - Enter non-listed activities that will take place in the "other" activities area.
6. On DESTINATION tab,

- Select appropriate "Depart From" site, an LAUSD or other site location
- If selecting "Other Site", enter name and address information
- Select "Main Destination" type
- Select from LAUSD, pre-approved or other site options
- If selecting "Other Site", enter the name and address information
HOW TO COMPLETE A REQUEST

7. On DESTINATION tab,

- Indicate whether or not the trip includes multiple stops
- Note any details regarding stops in the "Special Destination Info" box
- Use the calendar icons to select depart and return dates and times
- Indicate whether or not any lunches will be needed
8. On PARTICIPANTS tab,
   - Click on "Search for Students" to locate student participants
   - Type in a teacher name to find a classroom, selecting grade level or period if desired
   - Click on submit to locate the student participants
9. On PARTICIPANTS tab,
   - Observe that the student information has populated
   - Add and delete students not attending using the "Add Row" and "Delete Rows" button
   - Complete chaperone participant information by first selecting chaperone type
   - If selecting LAUSD employee, enter the employee number and corresponding info will auto-populate
   - Indicate whether any employee chaperones will seek reimbursement for expenses
10. On PARTICIPANTS tab,

- Enter information regarding other participants supporting students
- Enter the number of expected participants in each category in the "Total Participants" cells at the end of each row
11. On TRANSPORTATION tab,
   - Select mode of transportation
   - If selecting "other", type in the choice of transportation in the box provided

   - If you selected LAUSD bus, indicate how many (if any) wheelchairs will be transported
   - "# of Buses Requested" will be auto-populated based on estimate calculated from the participant information entered earlier
   - Enter any pertinent details in the "Specific Departure Info" and "Specific Destination Info?" boxes
12. On DOCUMENTS tab,

- Required documents for upload will be listed under "Required Documents" depending on trip details
- Click on the "Browse" button to navigate to documents that you would like to upload
- Click on "Upload File" once the document is found
- Check the box to note that the file has been uploaded
13. On CERTIFICATION tab,

- Select funding source for LAUSD bus transportation and other expenses
- If selecting "Reimbursable", enter name and address information of the sponsor in the box provided
- Type in a brief description of the educational benefit to students
- Indicate whether or not a letter of self-insurance is needed
- Certify that parent permission slips will be obtained before the trip
- Certify that the student-to-chaperone rule of <10 students per 1 adult chaperone will be met
- Click "Save" to retain the application and "Submit" if the application is complete and ready for approval
1. Go to ifieldtrip.lausd.net and log in using your LAUSD Single Sign-On

2. On the WELCOME PAGE
   ▪ select “Approve”

3. On the DASHBOARD
   ▪ You will see all trips awaiting your approval. Click “Approve” for the trip you want to approve.
4. **On the CERTIFICATION PAGE**

- Review the trip summary
- Check each statement that is true. You will not be able to certify unless all required (*) statements are checked off; this ensures all requirements have been met or will be met by the date of the trip.
- If you need further information from the Requestor before certifying, indicate what you need in the Comments field and click NEED MORE INFO. An email with your comments will be sent to the Requestor for follow-up.
- If you deny (Principal, LD, Superintendent) or not recommend (all other offices) the trip, indicate reason(s) in the Comments field and click DENY or NOT RECOMMEND. An email with your comments will be sent to the Requestor.

![Certification Form](image)

**Note:**
- Some statements will only appear for particular circumstances (e.g. the statement “Trip is addressed in my school’s SPSA” will only appear if Title I funding is being used).
- Certification statements will vary depending on the office
Dashboard Features

A. **STATUS.** Review the "Status" of saved trips by hovering over symbols in the matrix corresponding to a trip status with various approval-granting offices

B. **CALENDAR.** Click on "Calendar View" to see a calendar orientation displaying trips submitted or in preparation

C. **LAUSD BUS.** Click on the bus icon to review LAUSD transportation info related to bus dispatch confirmation

D. **TRIP SUMMARY.** Click on the "Summary" icon to view a portrait orientation page-by-page summary of the trip information and supporting documentation

E. **CLONE.** Click on "Clone" to create a copy of the application with a new reference number that may be modified and submitted for approval as a new trip

F. **CANCEL.** Click on "Cancel" to remove an already submitted trip from the list and to discontinue transportation arrangements if possible

G. **DELETE.** Click on "Delete" to permanently remove a saved trip not yet submitted