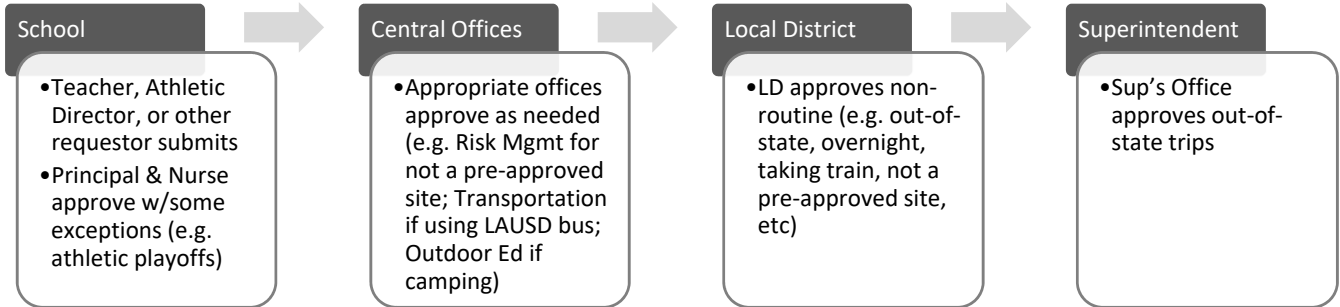


HOW TO GET STARTED

Online Field Trip System (request/approve): ifieldtrip.lausd.net
 ifieldtrip resource page (job aids/videos): achieve.lausd.net/Page/15087

GENERAL OVERVIEW

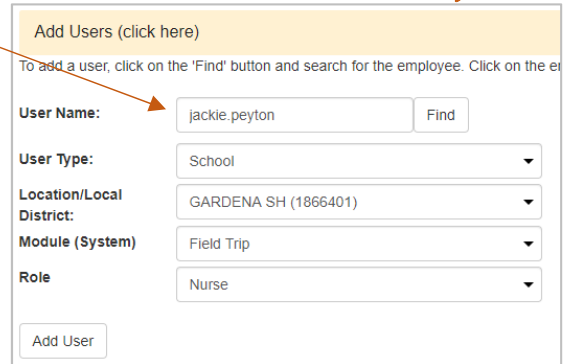
Flow



Principals Must Designate their Nurse

- Once the Principal designates their nurse in the Principal's Portal, the school nurse can view and approve all trips for the school
- LD Nurses can view and approve all trips in their Local District and can approve if necessary

Principal's Portal > Tools > User Manager



Add Users (click here)

To add a user, click on the 'Find' button and search for the employee. Click on the employee name to add the user.

User Name: Find

User Type:

Location/Local District:

Module (System):

Role:

Add User

Dashboards

- View/Create Dashboard: see all trips for your school (example below)
- Approval Dashboard: see all trips for your school requiring approval

RefNo	School	Destination	Trip Start	LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Title 1	Local District	Superintendent	Transportation	Status
20-1732	NAVA LEARNING ACADEMY	GRIFFITH PARK	12/13/2019														SUBMITTED

Show 1 entries

latest LAUSD bus details
 summary of trip
 pending
 pending (awaiting other approvers)
 approved

Principal's Certification

Principal Certification

Ref No: 20-1732

School: NAVA LEARNING ACADEMY

Destination: GRIFFITH PARK, 12/13/2019

[CLICK HERE](#) TO REVIEW TRIP DETAILS BEFORE CERTIFYING:

Check each box where the statement is true:

Check All

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 5:1. 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) *

All non-LAUSD employee chaperone Programs*

All required approvals will be obtained *

I am aware that my school/office is responsible for including non-approvals by the Local District and require payment for services rendered *

Comments(required for "Need more Info")

- 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)

Review the trip before approving

In addition to contact, destination, transportation, and funding info, the summary includes rosters, identifying students with a health alert, IEP or 504

STUDENT PARTICIPANTS

	Student ID	Student Name	Grade	Parent Name	Parent Contact	Special Indicators			
						Health Alert	IEP	504	Custody Alert
1	011206F000	ARNOLD, CLARE	8	MALONE, ABBY	323-555-5555	✓	✓		
2	050606M000	MARTIN, DONNA	8	MARTIN, JOHN	323-222-2222				
3	072106M000	MCKAY, DYLAN	8	MCKAY, JACK	213-333-3333	✓			
4	072206F000	TAYLOR, KELLY	8	TAYLOR, JACKIE	626-555-6666				
5	041905M000	WALSH, BRANDON	8	WALSH, CINDY	323-555-1111				
6	010506F000	WALSH, BRENDA	8	WALSH, CINDY	323-555-1111	✓	✓		
7	081506F000	ZUCKERMAN, ANDREA	8	ZUCKERMAN, ROSE	213-999-9999		✓		

CHAPERONES

	Chap Type	Name	Main Contact (check one)	≥ Age 18 (Y/N)	Sex (M/F)	Job Classification	Cell #	Certificated (Y/N)	Yrs of exp hiking/ camping/ backpacking
1	LAUSD	NAVARRO	✓	Y	F	SECONDARY	(562)	Y	0

NEED ASSISTANCE?

Regarding Online System Issues:

- o Marlene Isara marlene.isara@lausd.net
- o Neal Lalwani neal.lalwani@lausd.net

Regarding Insurance/Pre-approved Sites/Policies:

- o Danielle Lim danielle.lim@lausd.net 213-241-0329
- o Patricia Quinteros patricia.quinteros@lausd.net
- o Joseph Encarnacion j.encarnacion@lausd.net

Regarding Athletics:

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