

FIELD TRIP REQUESTS

Teton County School District #1

Please submit your requests **10 SCHOOL DAYS** in advance.
To use the Rainshadow Field Trip computer program, follow the step by step instructions below:

Directions:

To Log in - type in your complete First Class Email address.
Next - the Password is: "password" unless told otherwise.
Click on "Sign In"
On next page Click the "Current Requests" tab.
Scroll down to the bottom of page and click on the "Submit Request" bar.
Begin filling in your information
The Multiple Days box is used when you are requesting the SAME
Field Trip for a variety of separate days.
If the trip is within the same day, just fill in Date of Trip
(leave the Return Date spot empty).
Budget Number box: May leave blank unless it is required.
Always "check" the box that states riders know safety rules.
Complete the whole page with accurate information.
For the Secondary Authorization: Select your principal or authority
person in the drop down box. Usually not the Transportation Dir.
When page is complete... click on Submit Request tab **ONLY ONCE!**
Call the Bus Barn for help, if needed 733-4943

Also, please plan your Field Trips to fit into the following times to avoid conflicts with the regular morning and afternoon bus routes . . .

CES – 9:00-2:15PM	DJES – 9:00-2:00PM	KES-9:30-1:30PM
WES - 9:30-2:00PM	MES – 8:30-3:00PM	JHMS-9:00-2:15PM
JHHS – 9:00-2:15PM	SHS – 9:00-2:15PM	

To view your request status and/or submit a change . . .

Log into RainShadow, click on "CURRENT REQUESTS", click on the "FILTER LIST" button to see your request list. Click on "VIEW" to see the info form that you previously filled out, scroll down to where it says "CHANGE REQUESTS" and "SUBMIT NEW CHANGE REQUEST". Type into the provided field box what you want to change, then click on "SUBMIT CHANGE". The program sends an email to Ed Ahlum with your change information and he will go into your request form (admin access only) and make the changes so they appear on the form the next time you view it.

Please read and print the above for future reference.

To submit a request, click on the below address:

<http://rainshadow.tcsd.org/desktopdefault.aspx?ReturnUrl=%2fdefault.aspx>