

TRIPFINDER

Make sure the data source is correct.

Submitting a field trip request: please fill out *all* the following sections

- Click on Submit New Request in the upper right corner

ADD FIELD TRIP

- Template: you may leave this blank (creating a template will be covered later)
- Field Trip Name: i.e. SKHS Soccer, Burley Glenwood Wrestling, etc.
- School
- Department
- Activity

CONTACT

- Contact – Coach, Teacher, etc.
- Phone number and email address

DEPARTURE

- Departure Date
- Departure Time
- Return Date
- Return Time – time you plan on *leaving* the destination
- Departure - the location you are departing from, i.e. SKHS, Burley Glenwood, etc.


DESTINATION

- Destination – Olympic High School, Tacoma Dome, etc.
- Street Address
- City
- State
- Zip

TRIP DETAILS

- Equipment: will you have luggage/equipment or wheelchairs? Select appropriate option or leave blank if not applicable
- Classification
 - Drop Only – drop off at destination, no return trip necessary
 - Return Only – pick up at destination and return to school
 - Drop and Return – bus will drop at the destination then *return later* for pick-up
 - Shuttle – travel within the school district, *no return trip unless requested*
 - If the bus will be required to stay on site, then please leave blank
- Number of students
- Number of adults
- Number of wheelchairs (if applicable)
- Number of vehicles (total buses requested)

INVOICE INFORMATION

- Click the  icon and select your account from the dropdown menu. When doing so, please verify your code before proceeding

When completed, click Save & Close to submit your field trip request and close the form.