

Informed K12 Initiator Guide Study Trip Form



Hayward Unified is launching a paperless Study Trip form! To fill out forms online using Informed K12, **all you need is a link**. Once you fill out the electronic form, you will be prompted to **send it on to the next approver**, and from there it will **automatically move through the approval route**. You **do not need an account** to fill out forms. Informed K12 accounts are reserved for school site secretaries and department staff who readily track forms.

How do I fill out and submit a form for approval?

1. Click on the form link and fill out your **Name and Email** to get started, and click **“Go to form.”**

Your full name / Su nombre completo

Your email / Su correo electrónico

Enter to receive confirmation of submission.

Go to form / Ir al formulario

Preview: Study Trip 3.18.19

Hayward Unified School District
Request for Study Trip
Submit to the Educational Services Department
Please fill out upper portion of this form for a ONE DAY Study Trip

The following information must be completed and this form submitted to the appropriate administrative director **AT LEAST FOUR WEEKS PRIOR** to the trip.

Teacher(s): _____ Date(s) of Trip: _____

School: If for YEP check this box Grades(s): No. of Pupils: No. of Adults: a.m.

Destination: Leave from School: p.m. Return to School: p.m.

Charge Account: If other, please describe (i.e., PTO, Grant, AVID): Specify if other

Provide Budget Account Number:

Swim Study Trip: (If yes, attach [Swim Study Trip Memo](#)) At or near water: (**If yes, Principal initial below is required)

Mode of Transportation: Other:

*** If by private vehicle, list name(s) of driver(s), and indicate the total number of seat belts in vehicle for driver(s) and passengers in the parenthesis. ***
*** For overnight study trips please list names of chaperones regardless of mode of transportation.***

#1 (<input type="text"/>)	#6 (<input type="text"/>)	#11 (<input type="text"/>)
#2 (<input type="text"/>)	#7 (<input type="text"/>)	#12 (<input type="text"/>)
#3 (<input type="text"/>)	#8 (<input type="text"/>)	#13 (<input type="text"/>)
#4 (<input type="text"/>)	#9 (<input type="text"/>)	#14 (<input type="text"/>)
#5 (<input type="text"/>)	#10 (<input type="text"/>)	#15 (<input type="text"/>)

Overnight Study Trip
Please fill out upper and lower portion of this form for an Overnight Study Trip

2. You will then see the electronic form, the same PDF you've used on paper, now with electronic fields. You are **REQUIRED to fill out the red fields**, and the **yellow fields are optional**. Please note there are three pages you are responsible to complete (Request page, Background Information to Support the Use of Funds, and Health Checklist). ***Health Checklist form requires action outside of completing online Study Trip form***

GENERATED
ON SUBMIT

[Study Trip Guide](#) Click Here **Hayward Unified School District**
[Board Dates/Deadlines](#) Click Here **Request for Study Trip**
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Mode of Transportation: Other:

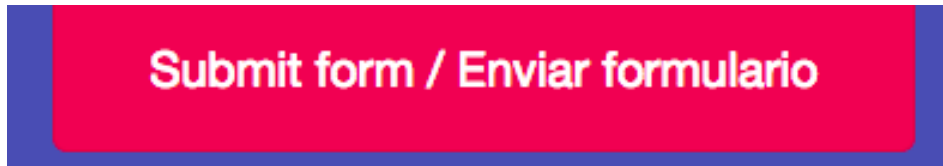
*** If by private vehicle, list name(s) of driver(s), and indicate the total number of seat belts in vehicle for driver(s) and passengers in the parenthesis. ***
*** For overnight study trips please list names of chaperones regardless of mode of transportation.***

#1 (<input style="border: 1px solid yellow;" type="text"/>)	#6 (<input style="border: 1px solid yellow;" type="text"/>)	#11 (<input style="border: 1px solid yellow;" type="text"/>)
#2 (<input style="border: 1px solid yellow;" type="text"/>)	#7 (<input style="border: 1px solid yellow;" type="text"/>)	#12 (<input style="border: 1px solid yellow;" type="text"/>)
#3 (<input style="border: 1px solid yellow;" type="text"/>)	#8 (<input style="border: 1px solid yellow;" type="text"/>)	#13 (<input style="border: 1px solid yellow;" type="text"/>)
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- Once you've added all necessary data, click the big red "Submit Form" button, and you will be able to **select who to send the form to next** from the recipient drop down in the window that pops up. For this form, you will be sending it to the appropriate school site office managers. Click "Send to this recipient" and you're done! **IMPORTANT! Please note, if you are a school site secretary, you will be receiving this form as an approver on step 2. Please see step 4 for further directions.**



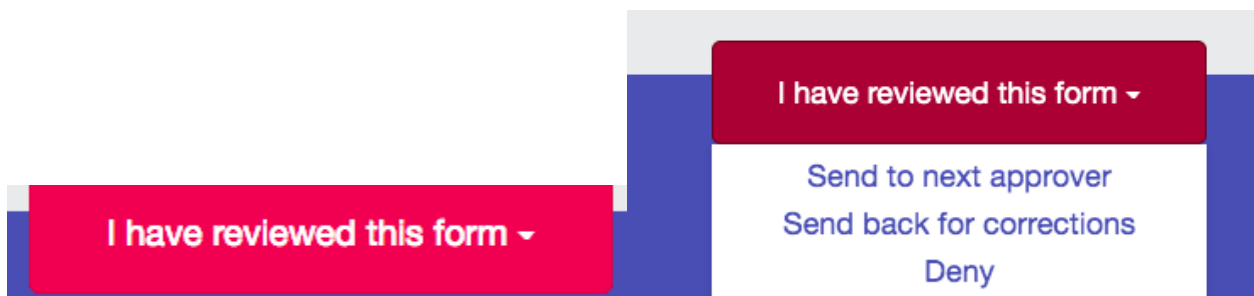
- Step 4 only applies to school site secretaries receiving this form on step 2 of the approval route:** School site secretaries will be receiving the study trip form on step 2 of the approval route from the initiator of the form. There are two ways you can access the study trip forms once they have been sent to you on step 2:

Email: You will receive an email from InformedK12 notifying you that there is a Study Trip form waiting on your approval. Open the email and "click on view form" to access the form.

InformedK12 Account: If you have an InformedK12 account, you can access the form by clicking on the envelope on the top right-hand corner of your home screen. You will see a red number on the envelope notifying you there is a Study Trip form on step 2 awaiting your action. Click on the envelope, and you will see the submission you initiated under "Study Trip". Click into the submission to access the form.



What am I completing on step 2? On the second step, you are responsible to review the information inputted by the initiator and to route the form to the correct principal/administrator. Once you have received the form from the initiator, you will scroll to the bottom of the page and select the red button that reads "I have reviewed this form". Once selected, it will give you the option to select the appropriate site principal/administrator. Click "send to this recipient" and you are done! If you notice any information with the form is incorrect, **you have the ability to send back for corrections. To do so, select "I have reviewed the form" and select "send back for corrections"**. Here you will have the option to send back to a previous step and can specify what needs to be fixed.



IMPORTANT!!!! You will receive a link to your email with a copy of your form once you submit it. To see the progress of your form as it moves through the district, refer back to it (just like a UPS package). No worries if it gets lost though, you will also receive an email when the form has finished going through the approval route and is completed!