

## Field Trip Form - School Store - Directions at a Glance

Step 1: Log onto your Infinite Campus Parent Portal Account via computer or IC Parent App on your cell phone

[IC parent account link](#)

Note: If you are a district employee, you must have a separate parent account from your employee login. If you need assistance, please contact your SIS manager.

If you need your parent portal reset, please complete the following [Google Form](#) - resets will be completed within 1 business day

Step 2: Once in your parent portal, click on “School Store”

Step 3: Click on the school associated with the child you would like to complete the Field Trip consent for

Note: You need to complete one consent per child

Step 4: Click on the “Recipient” - only students in the school you chose will populate in the recipient list

Step 5: Click on the blue link called “Field Trip”

Step 6: Complete the consent form

Step 7: Sign the form within

Step 8: **Click “Submit”**

Step 9: **You will see the link is completed, click on “Add to Cart”**

Step 10: **Click on “My cart”**

Step 11: **Once in my cart, click “Submit” and confirm payment**

**(Note: fee shows - \$0.00 or the dollar amount of the field trip)**

Step 12: You have completed the Field Trip Consent and you will now be able to see the form in your “Documents” tab within your parent portal

If you have any questions about completing this process, please contact your school secretary.

Click [HERE](#) for Step-by-step visuals