

TYPES OF FIELD TRIPS – LASERFICHE FORMS

DallasISD.org > Departments > School Leadership > Laserfiche Forms > Laserfiche Forms

The screenshot shows the Dallas ISD website interface. At the top, there is a navigation bar with links for Home, Calendar, En español, Translate, Account, and I want to... Below this is a secondary navigation bar with links for Parents / Students, Staff, Volunteer, About, Board of Trustees, Departments (circled with a blue oval and labeled '1'), News, Careers, and Schools. The main content area features a 'School Leadership' sidebar (circled with a blue oval and labeled '2') containing links for School Leadership, Enrollment Count Instructions, Student Enrollment Count Form, Schools and Administrators, Feeder Pattern Org Chart, Weekly Administrative Information Packet (WAIP), Laserfiche Forms (circled with a blue oval and labeled '3'), and Incident Reporting Form. The main content area is titled 'Laserfiche Forms' and contains a link 'Laserfiche Forms' (circled with a blue oval and labeled '4') followed by the text 'The link above will give you access to the following forms:' and a list of five forms: 1. Campus Field Trip Proposal, 2. Request for Snacks and Food Products, 3. Senior Activity Proposal, 4. Fundraiser Permission and Financial Recap Form, and 5. Request for Administrative Substitute. A breadcrumb trail at the top right reads 'Home > Departments > School Leadership > Laserfiche Forms'.

Select Campus Field Trip Proposal

The screenshot shows a list of forms available in the Laserfiche system. The forms are listed in a table-like structure with the following titles and descriptions:

- Activity Fund Balance Dispute Resolution Form
- Activity Funds Annual Designee Form (Principal)
- Annual Financial Clerk Designee Form
- Annual Office Manager Designee Form
- Board Services – Regulation/Exhibit Change Form
- Campus Activity Funds Transfer Form for Dormant Accounts
- Campus Activity Funds Transfer form for Dormant Accounts (Sponsor's Form)
- Campus Field Trip Proposal** (circled with a blue oval and labeled '5')
Submit field trip requests to School Leadership, Student Activities, and Visual & Performing Arts.
- Cancellation and Request for Financial Recap Link Form
Submit this form to cancel Approved Fundraiser Permission and Financial Recap Form and request links to submit financial recap information.
- Fundraiser Permission and Financial Recap Form
- Request for Administrative Substitute
- Monthly Reconciliation Report (FASC)
- Request Conversion
- Request for Snacks and Food Products
Submit this form for food, snacks and beverages requests.
- Senior Activity Proposal
Submit this form for campus field trip senior activity proposals.
- Student Activity Fund Data Reporting Form

Select the type of field trip

The screenshot shows a dark blue header with the Dallas Independent School District logo and the title "Campus Field Trip Proposal Forms". Below the header, a instruction reads "Please select a department from the list below." There are four radio button options, each with a red letter label (A, B, C, D) to its right:

- A** School Leadership
Submit field trip requests to School Leadership
- B** Student Activities
Submit field trip requests to Student Activities
- C** Teaching and Learning
Submit field trip requests to Teaching and Learning
- D** Visual & Performing Arts
Submit field trip requests to Visual & Performing Arts

Log in with your EAD username and password

The screenshot shows a login form with the following elements:

- User name** field containing the text "MNUNN".
- Password** field with masked characters ".....".
- A blue link for [Forgot password?](#)
- A grey **Sign In** button.
- An unchecked checkbox labeled "This is a public computer".
- The word **OR** centered between two horizontal lines.
- The text **Sign in with:** above a blue **Windows Authentication** button.

School Leadership Campus Field Trip Proposal

Please note: Insurance has already been purchased by Risk Management; campuses no longer purchase insurance for field trips.

Your Employee ID*

School*

Type of Field Trip*

Pre-Approved Destination

Department*

Transportation*

- Charter Bus
- Airplane
- Magnet Bus

- Dallas County Schools
- Walking
- Other

Special Needs Request (handicapped bus, etc.)

Notes: _____

Student Activities Field Trip Proposal

This form is for Academic Competitions transportation that is arranged, approved and funded through the Student Activities Department. The following forms: Parent Permission, Consent & Release of Liability, List of Students and Chaperone Statement Acknowledging Responsibilities and Duties must be collected and on file at the campus level. State and National tournaments must adhere to District Out-of-County Field Trip Guidelines; requiring coaches to submit further documentation to Administrators before requesting transportation.

Please note: Insurance has already been purchased by Risk Management; campuses no longer purchase insurance for field trips.

Field Trip Requests need to be made 21 days in advance of the academic competition or event.

Your Employee ID*

School*

Type of Field Trip*

Destination

Department*

Transportation*

Dallas ISD Transportation

Airplane

Charter Bus

Walking

Other

Special Needs Request (driver instructions, handicapped bus, etc.)

Notes: _____

Teaching and Learning Transportation Request

[Check Your Submitted Trips HERE](#)

Your Employee ID*

Request For*

School Information



School*

School Phone #*

Teacher Name*

Teacher Cell Phone #*

School Address

City

State

Zip

Org No

School Category

Notes: _____

CENTRALLY FUNDED TRIPS & OUT-OF-SCHOOL ACTIVITIES

VISUAL & PERFORMING ARTS

Transportation for trips or out of school activities that are funded and approved by the central Visual & Performing Arts office only require principal approval.

- Trips are expected to follow the transportation guidelines as established within the sponsoring central office department.
- The campus will be responsible for any expenses incurred as a result of failure to notify the sponsoring department of a cancellation.
- Directors/Teachers must adhere to the following guidelines outlined in the checklist below.

PROCEDURAL CHECKLIST

ONE TIME PER YEAR

- Distribute and collect District Approved Activities/Competitions Parent Permission Form. The forms will remain on file at the campus. The form includes a schedule of events for the year.
- District Approved Activities/Competitions Form signed by both teacher and principal. The form will be submitted to the Coordinator/Director for your V&PA Division. The form includes a schedule of events for the year.

FOR EACH TRIP

- Submit an Online V&PA Transportation Request using the division appropriate link (see bottom of page).
- Track the status of your transportation request using the V&PA Transportation Request Tracker (see bottom of page).
- Compile a participant roster that includes Student Name, Student ID#, and Emergency Contact Phone Number and bring this with you on your trip.
- Confirm that all chaperones are registered district volunteers. Secondary Directors create and distribute volunteer badges for all football games/athletic events.
- Follow any additional guidelines and procedures set by your division Director/Coordinator that may be event specific (UIL/TMEA/VASE entry procedures, etc).

WEB LINKS

Track Transportation Requests

To track your transportation request after it has been submitted

Submit Transportation Requests

Notes: _____

TO ACCESS FIELD TRIP FORMS

DallasISD.org > Departments > School Leadership

Click the Account drop down arrow

Click Sign In

Log in with your EAD username and password

Click the Field Trip link in the lower left-hand column

All forms will appear in both PDF and Word format

The screenshot shows the Dallas ISD website interface. At the top, there is a navigation bar with links for Home, Calendar, En español, Translate, Account, and I want to... The Account dropdown menu is highlighted with a red arrow. Below the navigation bar, there is a secondary menu with links for Parents / Students, Staff, Volunteer, About, Board of Trustees, Departments, News, Careers, and Schools. The Departments link is highlighted with a red arrow. Below the secondary menu, there is a breadcrumb trail: Home > Departments > School Leadership > Field Trips. The main content area is divided into two columns. The left column is titled 'School Leadership' and contains a list of links: School Leadership, Enrollment Count Instructions, Student Enrollment Count Form, Schools and Administrators, Feeder Pattern Org Chart, Weekly Administrative Information Packet (WAIP), Laserfiche Forms, Incident Reporting Form, Principal Handbook 2019-2020, Office Manager Handbook, Business Reference Guide, Executive Director Resources, Monthly Maps - Executive Directors, Monthly Maps - Principals, and Field Trips. The 'Field Trips' link is highlighted with a red arrow. The right column is titled 'Field Trips' and contains a list of links: English Forms and Chaperone Form. Below the links, there is a table with two columns: Exhibits (PDF) and Exhibits (Word). The table lists various forms and documents, including Field Trip Checklists, Campus Field Trip Proposals, Permission forms, Chaperone Statements, and Transportation Forms. The table is as follows:

	Exhibits (PDF)	Exhibits (Word)
Field Trips	<ul style="list-style-type: none">A. Field Trip ChecklistB. Campus Field Trip ProposalC. Field Trip Permission Acknowledgement of Responsibility and Permission for Student Participation in Field Trip or Out-Of-School ActivityD. Field Trip Permission Acknowledgement of Responsibility and Permission for Student Participation in Field Trip or Out-Of-School Activity-SpanishE. Parent-Provided Transportation FormF. Personal Transportation FormG. Staff-Provided Transportation FormH. Chaperone Statement Acknowledging Responsibilities and DutiesI. Chaperone Statement Acknowledging Responsibilities and Duties - SpanishJ. List of StudentsK. Centrally Funded Trips and Out-Of-School ActivitiesL. District-Approved Activities/Competitions: Parent Permission FormM. District-Approved Activities/Competitions: Principal Approval FormN. Field Trip ItineraryO. Security/Overnight Monitoring PlanP. Pre-Approved Field Trip List	<ul style="list-style-type: none">A. Field Trip ChecklistB. Campus Field Trip ProposalC. Field Trip Permission Acknowledgement of Responsibility and Permission for Student Participation in Field Trip or Out-Of-School ActivityD. Field Trip Permission Acknowledgement of Responsibility and Permission for Student Participation in Field Trip or Out-Of-School Activity-SpanishE. Parent-Provided Transportation FormF. Personal Transportation FormG. Staff-Provided Transportation FormH. Chaperone Statement Acknowledging Responsibilities and DutiesI. Chaperone Statement Acknowledging Responsibilities and Duties - SpanishJ. List of StudentsK. Centrally Funded Trips and Out-Of-School ActivitiesL. District-Approved Activities/Competitions: Parent Permission FormM. District-Approved Activities/Competitions: Principal Approval FormN. Field Trip ItineraryO. Security/Overnight Monitoring Plan