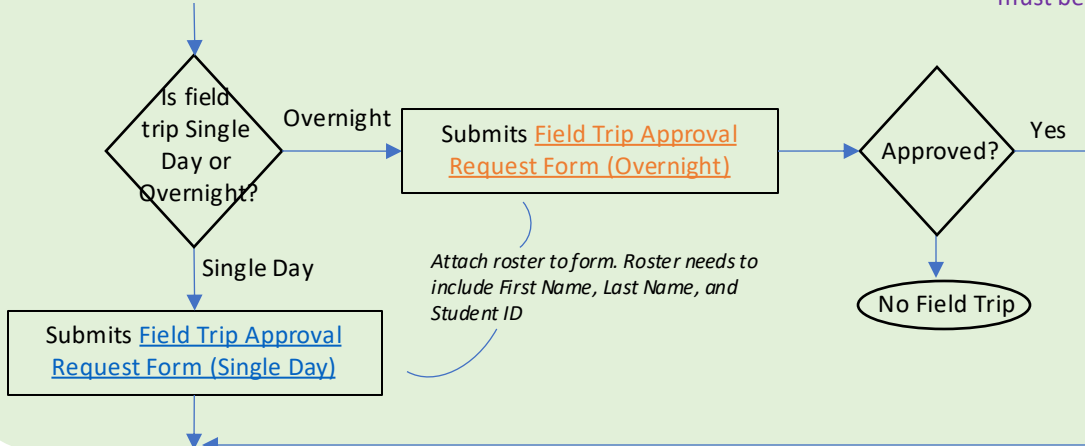


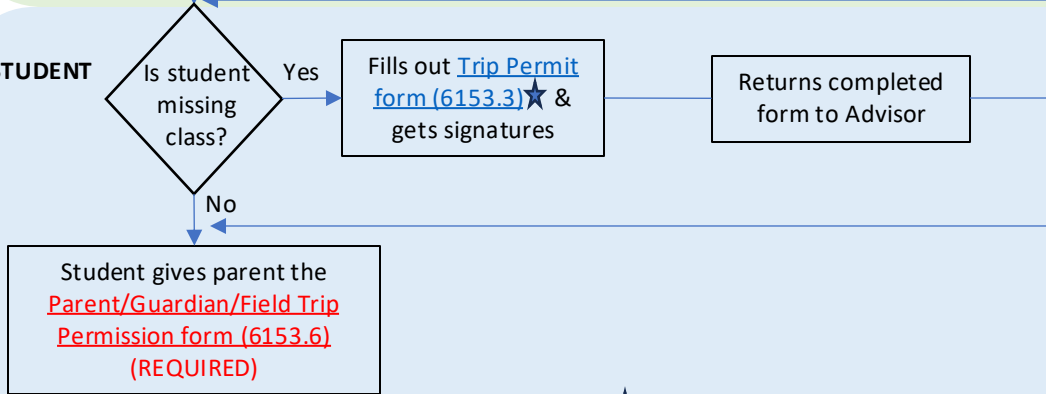
Field Trip Process Flow

ADVISOR/TRIP COORDINATOR*

* must be an FUHSD employee

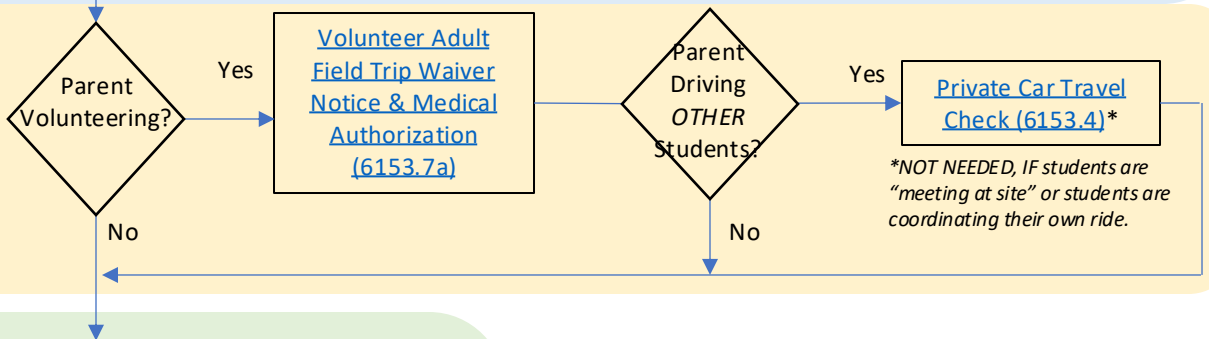


STUDENT



★ The link is located on [LHS website](#): at STUDENT/FORMS/Trip Permit

PARENT



ADVISOR

1. Receives link from AP Secretary for adding Roster.
2. Scan **Parent/Guardian/Field Trip Permission forms** and upload to the shared roster document from #1 above.
3. Day of field trip, take attendance and update the online roster of attendees.
4. Attendance clerk then updates attendance of students/attendees.

Volunteers Who Need to Get Fingerprinted

Parents need to be fingerprinted & TB tested if they will be chaperoning for overnight field trips.

ADVISORS - send the parent name, parent email, and parent phone number to the Activities AP (Tara Grande). Activities AP sends it on to the district office and they will email the parent with appointment info to get fingerprinted at FUHSD.