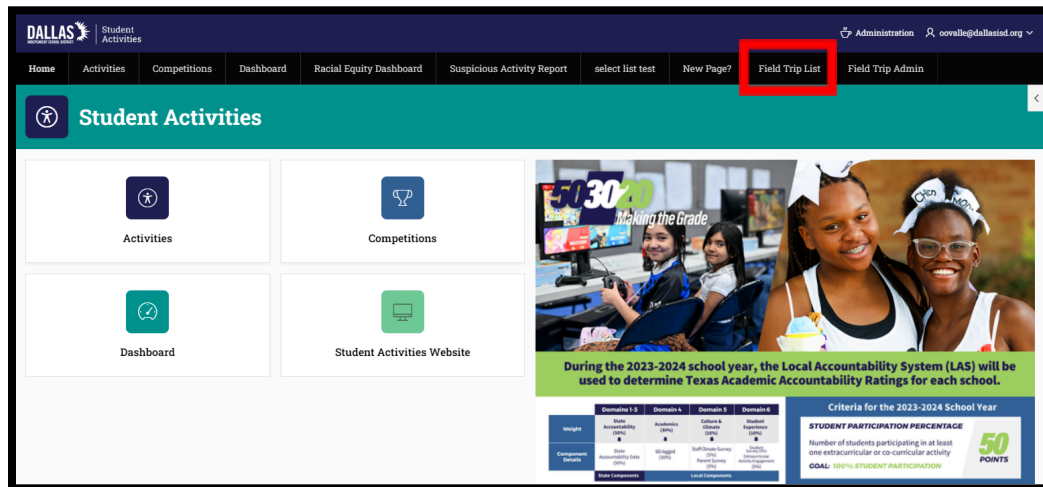


Field Trip/Transportation Request Instructions

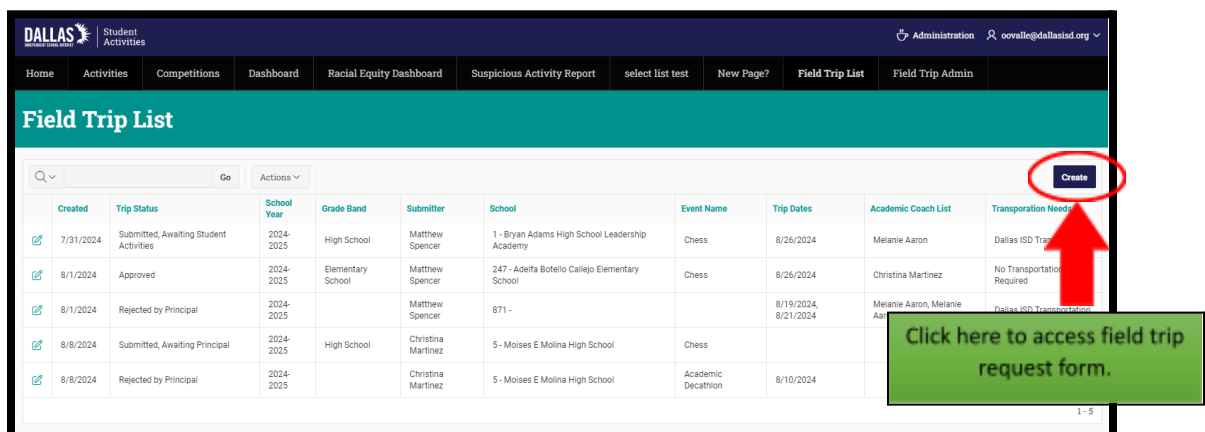
The site to submit Field Trip requests has changed to:

activities.dallasisd.org

1. Go to the site, click on the Field Trip Request option (see screenshot below).



2. Click "Create" button to access the field trip request form.



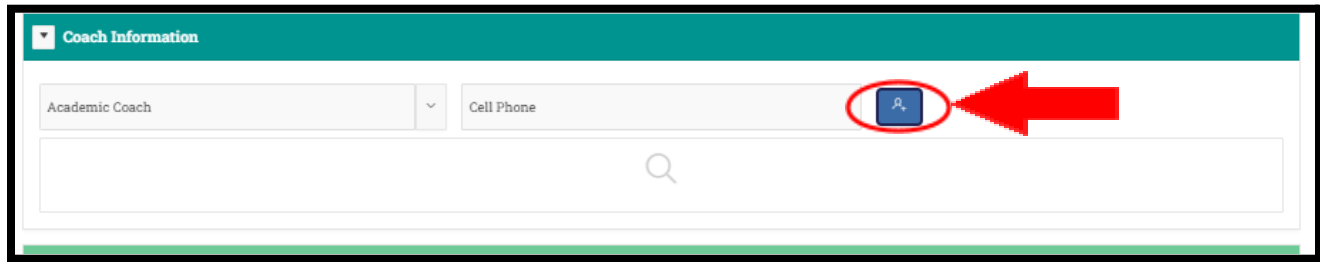
Once on the form, make sure to follow the steps listed below.

3. Choose the Program (i.e: Chess, Cheer, Esports, etc.)
4. Select the transportation type
 - All "in district" transportation will be provided by the Dallas ISD Transportation Department.
 - Input Number of Students, Staff, Non-Staff and Grade Level.
 - In the Special Needs Request field, add any additional information needed to accommodate your trip accordingly.

Field Trip/Transportation Request Instructions

5. Complete Academic Coach Information

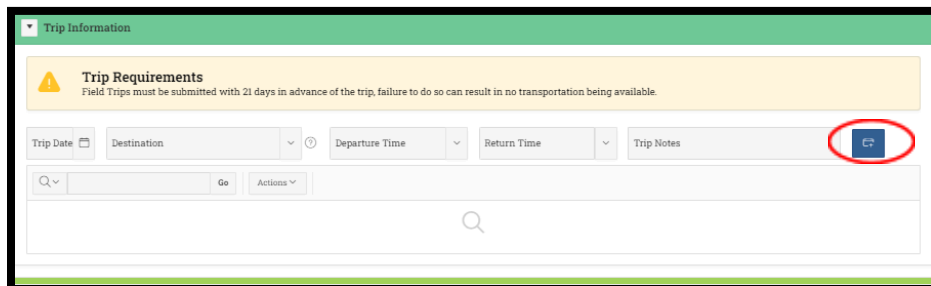
- Select the coaches name and input the current contact phone number, then click on the blue square. **To add additional coaches traveling and/or attending with students, select the blue square next to the cell phone field to be added (see screenshot below).**



The screenshot shows a form titled "Coach Information". It has a dropdown menu for "Academic Coach" and a text input field for "Cell Phone". To the right of the "Cell Phone" field is a small blue square icon with a white plus sign, which is circled in red. A red arrow points from the right towards this icon.

6. Complete the Trip Information section: (screenshot below)

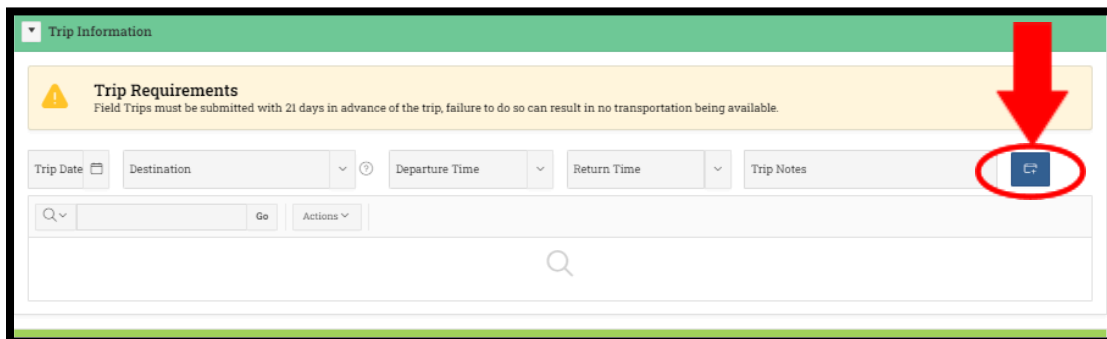
- Select trip date (anything not submitted 21 days in advance is subject to transportation department's approval).
- Select Destination
 - o *If the destination is not included in the drop-down list provided please contact Omar Ovalle at oovalle@dallasisd.org or via cell phone: 214-364-9880.*
- Select Departure and Return time
- Include any trip notes. *Example: Fall Chess Tournament*
- **Click on the "Blue Box" next to Trip Notes field to add date.**



The screenshot shows a form titled "Trip Information". It has a yellow warning box at the top that says "Trip Requirements: Field Trips must be submitted with 21 days in advance of the trip, failure to do so can result in no transportation being available." Below this are several fields: "Trip Date", "Destination", "Departure Time", "Return Time", and "Trip Notes". To the right of the "Trip Notes" field is a small blue square icon with a white plus sign, which is circled in red.

Field Trip/Transportation Request Instructions

If you need to add additional dates, select the blue square next to the trip notes button. (See screenshot below)



The screenshot shows the 'Trip Information' form. At the top, there is a 'Trip Requirements' section with a warning icon and text: 'Field Trips must be submitted with 21 days in advance of the trip, failure to do so can result in no transportation being available.' Below this are input fields for 'Trip Date', 'Destination', 'Departure Time', 'Return Time', and 'Trip Notes'. A blue square button with a plus sign is located next to the 'Trip Notes' field, circled in red. A red arrow points to this button.

7. Click the "Submit Field Trip" button once you have completed entering the Trip Information.

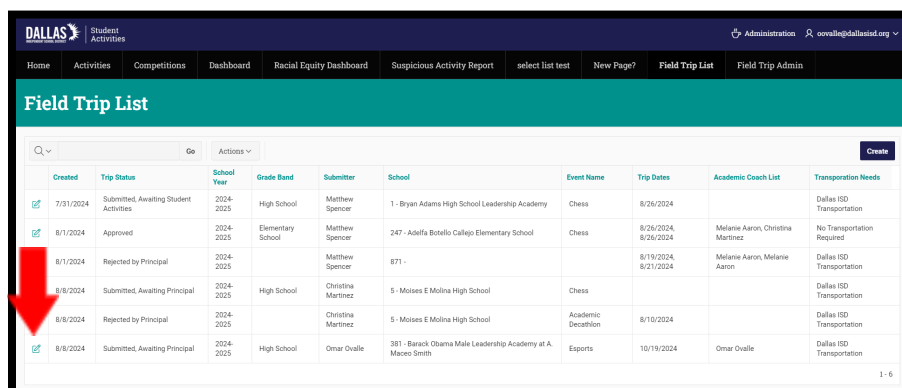


The screenshot shows the bottom of the form with a green bar labeled 'Overnight Accomodations'. Below this bar is a 'Return to List' button and a 'Submit Field Trip' button, which is circled in red. A red arrow points to this button.

Additional Steps: (Please read)

If you are required to submit any additional documentation as requested by your principal or by the Student Activities Department, you will need to click the "Submit" button first and then return to the form in edit mode. (see screenshot below)

1. Click on the pencil (edit button) next to the field trip request you just submitted. (Screenshot below)

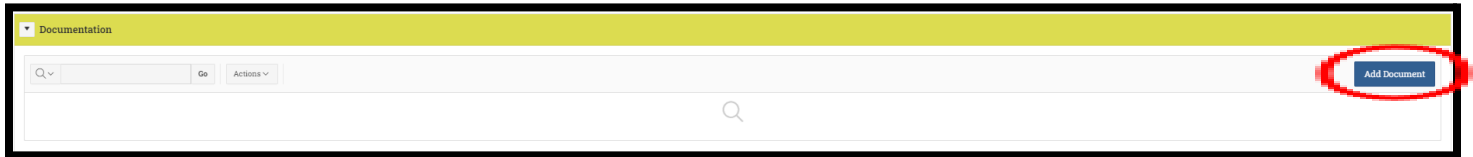


The screenshot shows the 'Field Trip List' table. The table has columns for 'Created', 'Trip Status', 'School Year', 'Grade Band', 'Submitter', 'School', 'Event Name', 'Trip Dates', 'Academic Coach List', and 'Transportation Needs'. A red arrow points to the pencil icon in the 'Created' column of the row with 'Submitted, Awaiting Principal' status.

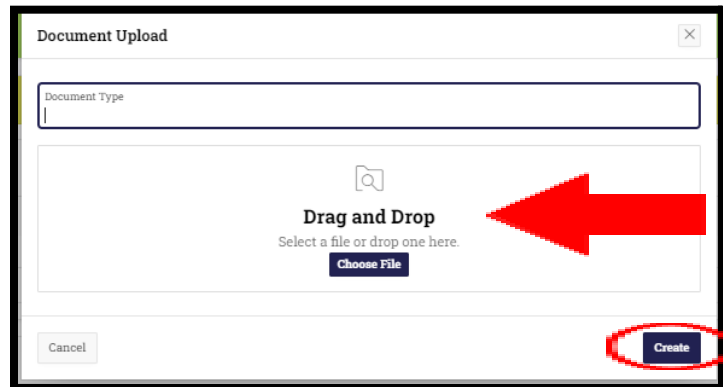
Created	Trip Status	School Year	Grade Band	Submitter	School	Event Name	Trip Dates	Academic Coach List	Transportation Needs
7/31/2024	Submitted, Awaiting Student Activities	2024-2025	High School	Matthew Spencer	1 - Bryan Adams High School Leadership Academy	Chess	8/26/2024		Dallas ISD Transportation
8/1/2024	Approved	2024-2025	Elementary School	Matthew Spencer	247 - Adelfa Botello Calleyo Elementary School	Chess	8/26/2024, 8/26/2024	Melanie Aaron, Christina Martinez	No Transportation Required
8/1/2024	Rejected by Principal	2024-2025		Matthew Spencer	871 -		8/19/2024, 8/21/2024	Melanie Aaron, Melanie Aaron	Dallas ISD Transportation
8/8/2024	Submitted, Awaiting Principal	2024-2025	High School	Christina Martinez	5 - Moises E Molina High School	Chess			Dallas ISD Transportation
8/8/2024	Rejected by Principal	2024-2025		Christina Martinez	5 - Moises E Molina High School	Academic Decathlon	8/10/2024		Dallas ISD Transportation
8/8/2024	Submitted, Awaiting Principal	2024-2025	High School	Omar Ovalle	381 - Barack Obama Male Leadership Academy at A. Maceo Smith	Esports	10/19/2024	Omar Ovalle	Dallas ISD Transportation

Field Trip/Transportation Request Instructions

2. Scroll down to the “Documentation” section of the form and click on “Add Document”.



3. Once you have clicked on “Add Document”, the following box will open. You can either “Choose File” or drag and drop them. Make sure to select the file name for the document you are trying to add from the drop down menu under “Document Type”.



4. You will click on the create button to attach.

For Overnight/Out of State Accommodations:

1. Overnight Accommodations Field Trips
 - The Student Activities Department will handle accommodations.
 - You must submit additional documentation for overnight trips.
 - List of Students with Emergency Contact Information
 - Parent Permission Slip Forms
 - Chaperone Statement Acknowledging Responsibilities & Duties
 - Overnight Security Plan
 - Parent Meeting/Agenda (i.e: agenda, sign-in sheet, written conversation recaps)