

Principal Field Trip Request Approval Steps

There are two ways a Student Activities field trip proposal can be approved.

1. By receiving an email from appnotifications@dallasisd.org

or

2. By logging on to activities.dallasisd.org

Step 1: After having received an email like the one below. You will click on the link located at the very bottom of the page.

Link to
access
requests
needing
approval.

Fw: EXT: Field Trip Request Submitted

From: appnotifications@dallasisd.org <appnotifications@dallasisd.org>
Sent: Tuesday, August 20, 2024 10:53 AM
To: Martinez, Christina <christmartinez@dallasisd.org>
Subject: EXT: Field Trip Request Submitted

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello #APPROVER#,

A field trip request needs your approval, please see the details below:

Requestor Christina Martinez
School #SCHOOL#
Program Academic Decathlon
Transportation Dallas ISD Transportation
Student Count 20
Faculty Count 2

Academic Coaches

Employee	Org	Title
Alejandra Abalos	SUBSTITUTE	SUBSTITUTE
Irrum Abbas	ROGERS ELEMENTARY	TEACHER

Trip Details

Trip Date	Destination	Departure Time	Return Time
08/23/2024	Anna ISD -Coyote Stadium	5:00 PM	9:00 PM

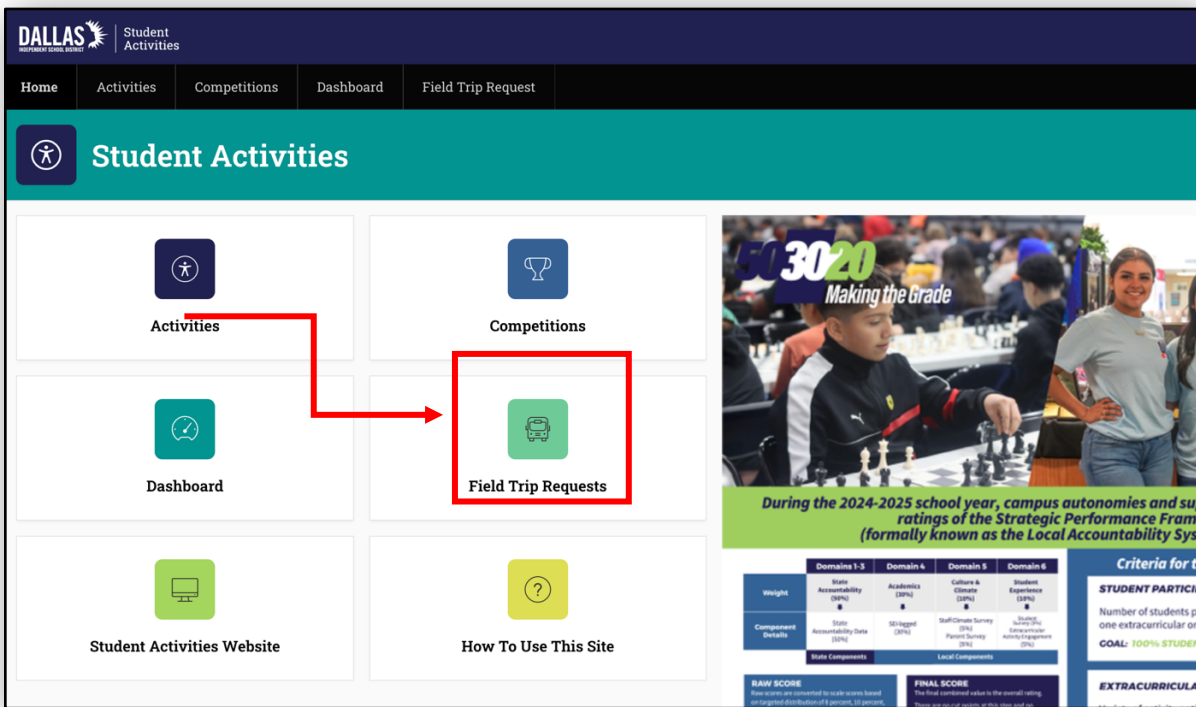
Approvals

Level	Approver	Approval Date	Approver Notes
Principal	#PRIN_NAME#	#PRIN_DATE#	#PRIN_NOTES#
Student Activities	#SA_NAME#	#SA_DATE#	#SA_NOTES#
School Leadership	#SL_NAME#	#SL_DATE#	#SL_NOTES#
Chief	#C_NAME#	#C_DATE#	#C_NOTES#

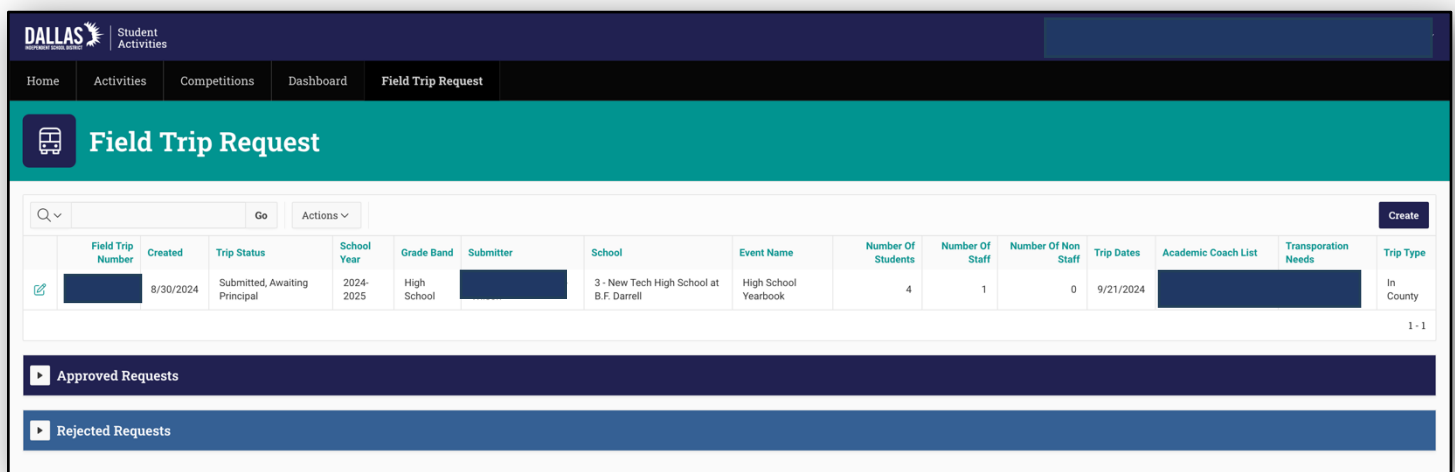
[Please click here to view this and all other requests that need your attention.](#)

Principal Field Trip Request Approval Steps

Step 2: Once you have logged onto the site, the following screen will appear, and you will click on the Field Trip Requests button.

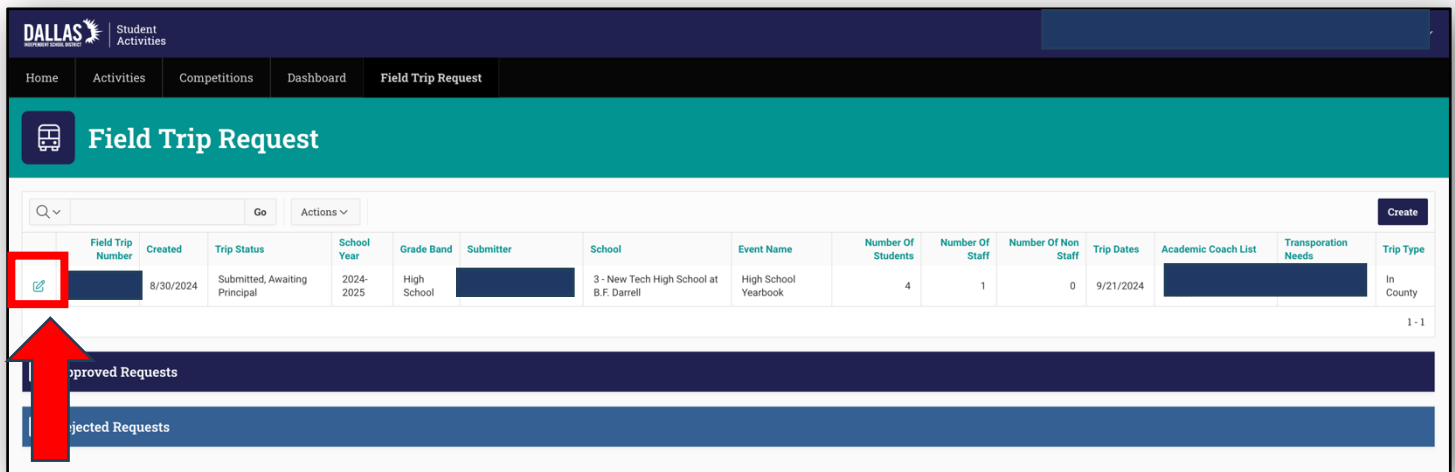


Step 3: The following screen will appear with all requests needing your review and approval/rejection.



Principal Field Trip Request Approval Steps

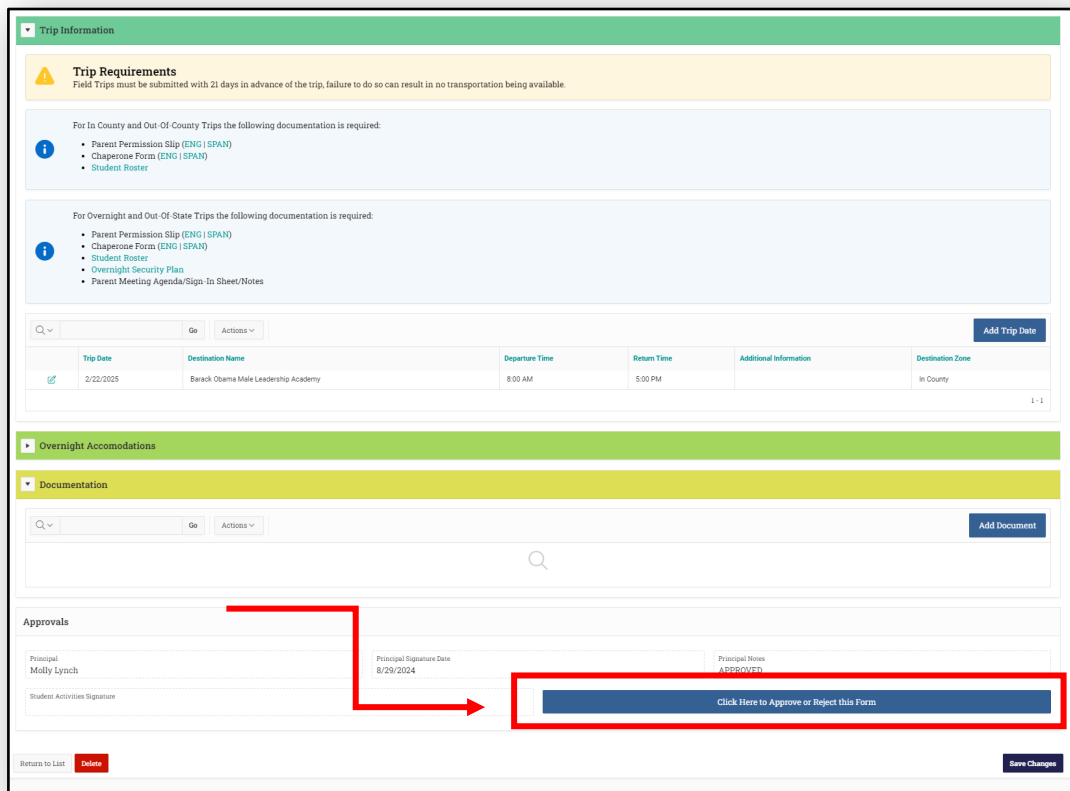
Step 4: To open and review request you will need to click on the pencil located on the left-hand side (see below).



The screenshot shows the 'Field Trip Request' dashboard. At the top, there's a navigation bar with 'Home', 'Activities', 'Competitions', 'Dashboard', and 'Field Trip Request'. Below this is a teal header with a bus icon and the text 'Field Trip Request'. A search bar and 'Go' button are present. A table lists requests with columns: Field Trip Number, Created, Trip Status, School Year, Grade Band, Submitter, School, Event Name, Number Of Students, Number Of Staff, Number Of Non Staff, Trip Dates, Academic Coach List, Transportation Needs, and Trip Type. The first row shows a request for '3 - New Tech High School at B.F. Darrell' with a pencil icon in the first column, highlighted by a red box. A red arrow points to this icon from below. Below the table are sections for 'Approved Requests' and 'Rejected Requests'.

Field Trip Number	Created	Trip Status	School Year	Grade Band	Submitter	School	Event Name	Number Of Students	Number Of Staff	Number Of Non Staff	Trip Dates	Academic Coach List	Transportation Needs	Trip Type
	8/30/2024	Submitted, Awaiting Principal	2024-2025	High School		3 - New Tech High School at B.F. Darrell	High School Yearbook	4	1	0	9/21/2024			In County

Step 5: Once request is opened, you will have the opportunity to look at the request details (see below) and either approve or reject. The Approval/Reject button is located at the very end of the form.



The screenshot shows the 'Trip Information' form. It includes 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 two sections for documentation requirements: 'For In County and Out-Of-County Trips the following documentation is required:' and 'For Overnight and Out-Of-State Trips the following documentation is required:'. Each section lists required documents like 'Parent Permission Slip (ENG | SPAN)', 'Chaperone Form (ENG | SPAN)', 'Student Roster', and 'Overnight Security Plan'. A table below shows trip details: Trip Date (2/22/2025), Destination Name (Barack Obama Male Leadership Academy), Departure Time (8:00 AM), Return Time (5:00 PM), Additional Information, and Destination Zone (In County). Below the table are sections for 'Overnight Accommodations', 'Documentation', and 'Approvals'. The 'Approvals' section has fields for Principal (Molly Lynch), Principal Signature Date (8/29/2024), and Principal Notes (APPROVED). A red box highlights the 'Click Here to Approve or Reject this Form' button at the bottom right, with a red arrow pointing to it from the left. At the bottom, there are 'Returns to List', 'Delete', and 'Save Changes' buttons.

Trip Information

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.

For In County and Out-Of-County Trips the following documentation is required:

- Parent Permission Slip (ENG | SPAN)
- Chaperone Form (ENG | SPAN)
- Student Roster

For Overnight and Out-Of-State Trips the following documentation is required:

- Parent Permission Slip (ENG | SPAN)
- Chaperone Form (ENG | SPAN)
- Student Roster
- Overnight Security Plan
- Parent Meeting Agenda/Sign-In Sheet/Notes

Trip Date	Destination Name	Departure Time	Return Time	Additional Information	Destination Zone	
	2/22/2025	Barack Obama Male Leadership Academy	8:00 AM	5:00 PM		In County

Overnight Accommodations

Documentation

Approvals

Principal: Molly Lynch
Principal Signature Date: 8/29/2024
Principal Notes: APPROVED

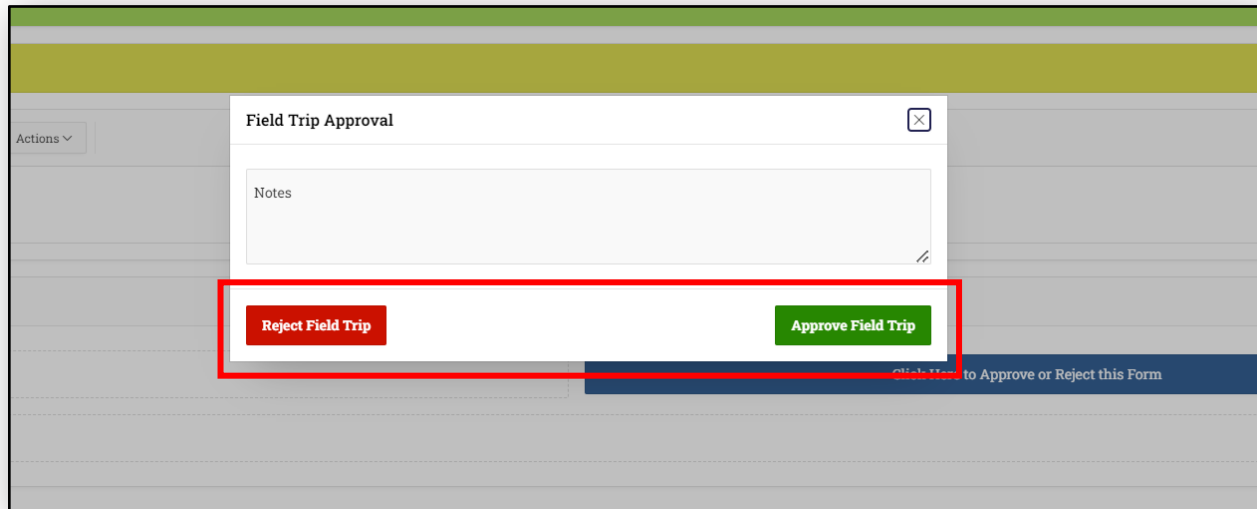
Student Activities Signature: _____

Click Here to Approve or Reject this Form

Returns to List | Delete | Save Changes

Principal Field Trip Request Approval Steps

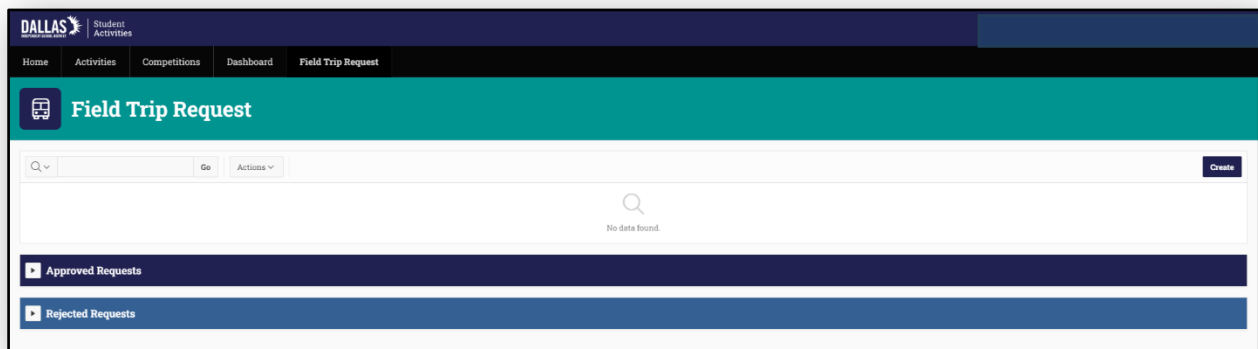
Step 6: By clicking on Approve or Reject the following box will show. You will have the opportunity to add any notes for your teacher to see.



A screenshot of a web application showing a 'Field Trip Approval' modal box. The modal has a title bar with a close button. Below the title is a text area labeled 'Notes'. At the bottom of the modal are two buttons: a red 'Reject Field Trip' button and a green 'Approve Field Trip' button. A red rectangular box highlights these two buttons. In the background, a blue banner contains the text 'Click Here to Approve or Reject this Form'.

The following are some key features from the new field trip request site.

- You'll see a full list of all your campus's previous and current field trip requests.
- If your campus doesn't have any active requests, an example of that screen is also provided below



A screenshot of the 'Field Trip Request' dashboard. The top navigation bar includes links for Home, Activities, Competitions, Dashboard, and Field Trip Request. Below the navigation bar is a teal header with the title 'Field Trip Request' and a bus icon. Underneath is a search bar with a magnifying glass icon, a 'Go' button, and an 'Actions' dropdown menu. A 'Create' button is located in the top right corner. The main content area displays a message 'No data found.' with a magnifying glass icon. At the bottom, there are two expandable sections: 'Approved Requests' and 'Rejected Requests'.