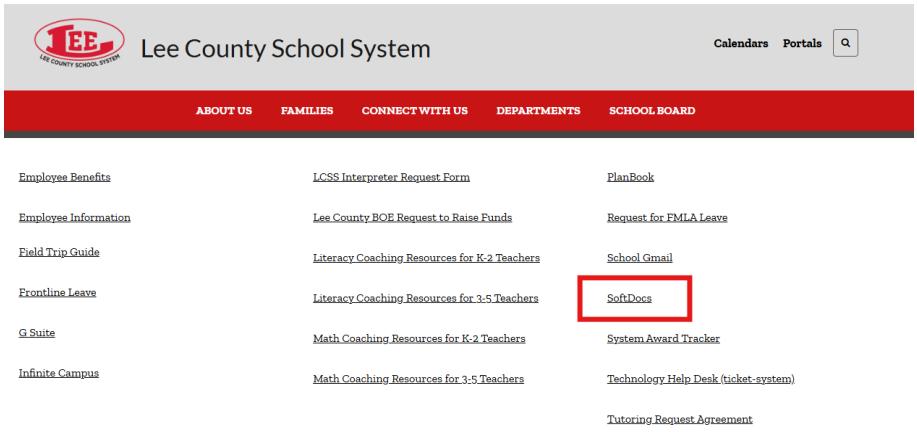
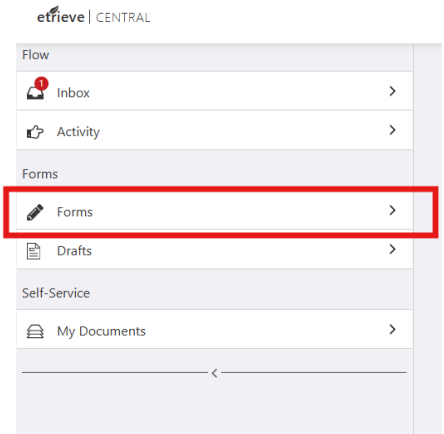
FIELD TRIP FORM
(For All Field Trips)

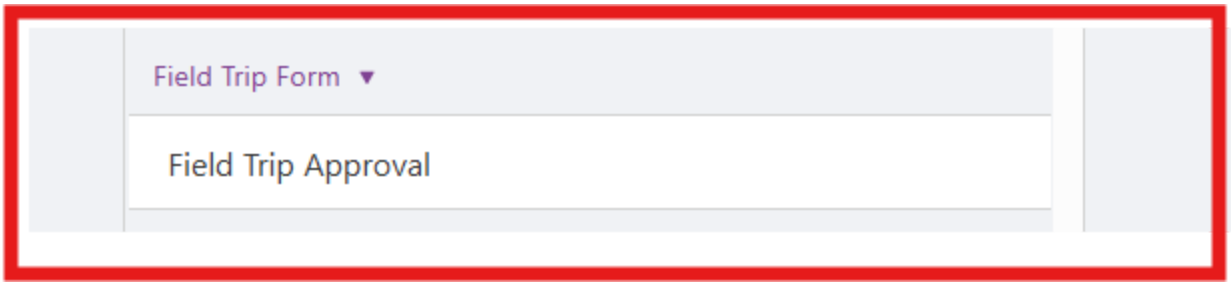
1. Local and Day Field trips should be submitted 2 weeks prior to the date of the field trip
2. Overnight and/or Out of State Trips have to be Board Approved, Long-term Planning is required
3. Log in to SoftDocs from the Employee Portal



4. Use your school email account and password (Gmail Account)
5. Go to Forms



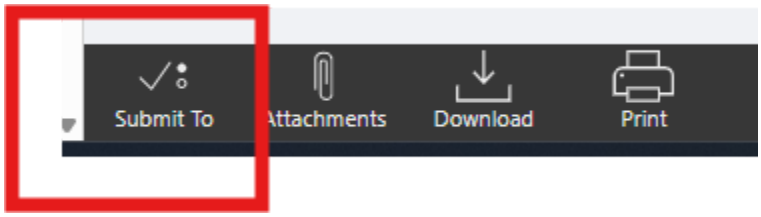
6. Scroll Down to Field Trip Approval



7. Fill Out Every Part of Form (Required or Optional)
    a. Select School (Drop Down Menu)
    b. Select Overnight Trip Yes or No (Drop Down Menu)
    c. Input Date of Request
    d. Requestor (this should be pre-populated)
    e. Input Grade/Team/Organization
    f. Input Proposed Destination(s) Attending with Address(es) and Times
    g. Select Departure Date and Time; and Return Date and Time
    h. Select Yes or No, Whether Permission has been or will be obtained. (Drop Down Menu)
    i. Input How is it being Paid
    j. Input Proposed Amount Requested From Students w/Breakdown of Costs:
    k. Agree to the following Statements:(Check Box)
        i. Check Permission Slips
        ii. Check Emergency Information Card for Students
        iii. Check Necessary Requests for PL
    l. Input the Organizing Teacher(s) w/Contact Number(s)
    m. List Other School Personnel Attending w/Contact Numbers
    n. List the Instructional Objectives for the Field Trip
    o. List Any Special Considerations
    p. Input Total # of Students
    q. Input Total # of Adults
    r. Indicate whether a Lift Bus is Needed (Drop Down Menu)
    s. Input Total # of Students in Wheelchair (if any)
    t. Initial Confirmation of Students in Wheelchair
    u. Indicate if a LCSS Bus will be used (Drop Down Menu)
    v. Indicate whether an Approved Charter Bus will be used (Drop Down Menu)
    w. Indicated if Parents/Guardians are Transporting (Drop Down)
        i. If yes, Check the statement regarding, “Each parents or legal guardian will transport his/her own child and will be responsible for his/her own child for the field trip in its entirety” (If yes, this needs to be on the permission slip)
    x. Select Proper Bus Information (Drop Down Menu)
    y. Enter Number of Buses Needed
    z. Input, if applicable, the Name of Bus Driver(s)
    aa. If using a Charter Bus, Sign

bb. If using a Charter Bus, Select Proper Charter Bus Insurance Option
cc. Agree to Chaperone Information (Checkboxes)
dd. Agree to each of the General Precautions (Checkboxes)

8. Submit to:
    a. Principal (the Principal of the school whose students are going on the trip)
    b. CTAE Director (for all CTAE Teachers)



9. Principal:
    a. Look over the form, make sure all of the information is correct.
    b. Make sure the chaperone information and guidelines (ratios) is correct
    c. Make sure request timelines have been met
    d. Submit to:
        i. Special Education Director, if it is a Special Education Dept. Trip
        ii. Senior Director of Leadership and Learning for your Grade Band

10. Leadership and Learning
    a. If Local and/or Day Trip, submit to School Bookkeeper
    b. If Out of State and/or Overnight submit to Superintendent Administrative Assistant
        i. Once Board approved, it will be flowed to School Bookkeeper

11. Special Education Department
    a. Submit to Special Education Administrative Assistant
    b. Special Education Administrative Assistant Flow to School Bookkeeper
12. School Bookkeepers
    a. Flow to Transportation Director
13. Transportation Director
    a. If approved, Flow to Transportation Secretary
    b. Once approved by the Transportation Director, the request will be scheduled, and travel arrangements finalized.