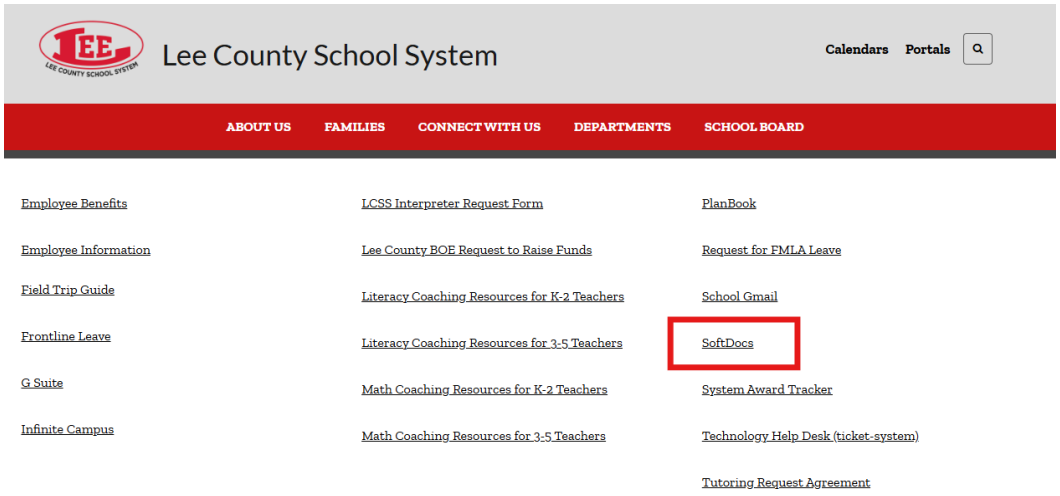
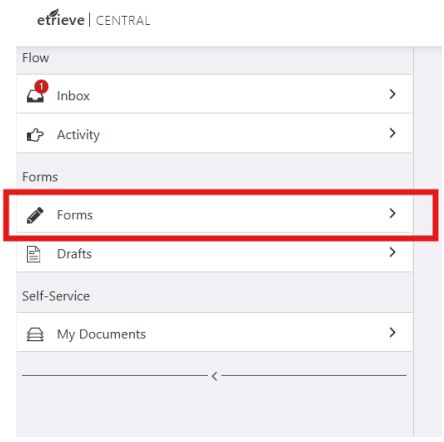
ATHLETIC TRIP FORM
(Overnight and Out-of-State Only)

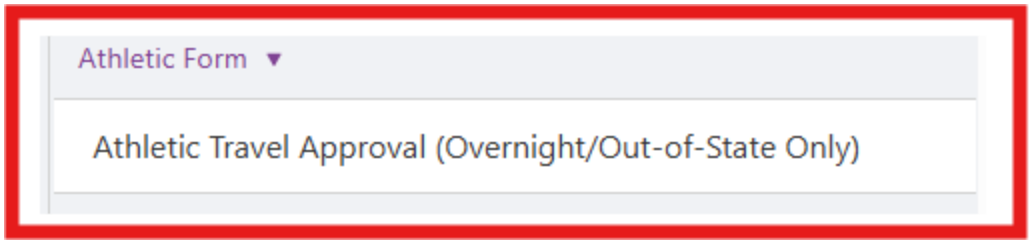
1. Overnight and/or Out of State Trips have to be Board Approved, Long-term Planning is required
2. Log in to SoftDocs from the Employee Portal



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

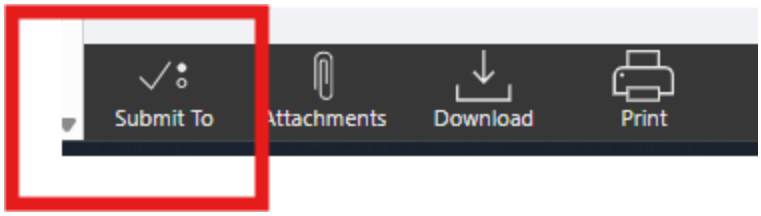


5. Scroll Down to Field Trip Approval



6. 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. Select Out of State Trip Yes or No (Drop Down Menu)
    d. Indicate Purpose of the Trip
    e. Input Date of Request
    f. Requestor (this should be pre-populated)
    g. Input Team/Organization
    h. Input Proposed Destination(s) Attending with Address(es) and Times
    i. Select Departure Date and Time; and Return Date and Time
    j. Select Yes or No, Whether Permission has been or will be obtained. (Drop Down Menu)
    k. Agree to the following Statements:(Check Box)
        i. Check Emergency Information Card for Students
        ii. Check Necessary Requests for PL
    l. Input the Organizing Coach(es) w/Contact Number(s)
    m. List Other School Personnel Attending w/Contact Numbers
    n. List Any Special Considerations
    o. Input Total # of Students
    p. Input Total # of Adults
    q. Indicate whether a Lift Bus is Needed (Drop Down Menu)
    r. Input Total # of Students in Wheelchair (if any)
    s. Initial Confirmation of Students in Wheelchair
    t. Indicate if a LCSS Bus will be used (Drop Down Menu)
    u. Enter Number of Buses Needed
    v. Input, if applicable, the Name of Bus Driver(s)
    w. Indicate Parent/Guardian Transportation

7. Submit to:
    a. Athletic Director



8. Athletic Director
    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. School Principal (School of Athletes who are traveling/competing)

9. Principal
    a. Review and Submit to Senior Director of Leadership and Learning for your Grade Band

10. Senior Director of Leadership and Learning
    a. Review and Submit to Superintendent Administrative Assistant

11. Superintendent Administrative Assistant
    a. If Board Approved, Send to School Bookkeeper

12. School Bookkeeper
    a. Input Information, if Necessary and submit to Transportation Director

13. Transportation Director
    a. If approved, Flow to Transportation Secretary