

FIELD TRIP ENTRY CHECKLIST

LASERFICHE

- ☐ Submit Field Trip Requests at least 4 weeks prior to the event. Exceptions are playoff games and other special circumstances that cannot be planned in advance.
- ☐ Late submissions must be approved by an administrator **and** the Director of Transportation
- ☐ Field Trip Requests must be submitted any time students travel with an organization, club, or team, **even if the trip is outside of school hours.**
- ☐ If you submit your trip prior to knowing the students who are attending, attach a possible list of students attending. Update the list when you know your attendees.
- ☐ Review the submission & approval emails from Laserfiche for specific directions.
- ☐ Consider route times and blackout dates before scheduling a trip.
 - Pickup after 9am
 - Return to school by 2:30pm
 - Pickup after 5pm

TRIPFINDER

- ☐ The designated secretary or coordinator will enter your field trip into TripFinder once your Laserfiche field trip request has been submitted.

CHANGE OF PLANS? NO PROBLEM!

- ☐ Change the trip details in Laserfiche (student list, trip date or times, etc.)
notifies campus attendance clerk, nurse, cafeteria manager & counselor of change(s)
- ☐ Notify Transportation of Schedule Changes - **Laserfiche does not update TripFinder!**

IMPORTANT CONTACTS

Jessie Murphy, Director of Transportation | Extension 2305
 Marcus Parker, Field Trip Coordinator | Extension 2316
 Amy Hillin, Director of Health Services | Extension 2373
 Leslie Dodson, Executive Director of Student Services | Extension 3004

[Field Trip Guidelines](#)

[Generating Permission Forms on ParentSquare](#)

ORGANIZATION:	APPROVERS:	SECRETARIES/COORDINATOR ENTRY:
AFJROTC	Principal	Campus Sec./Finance Sec.
Athletics - JH	Principal	Campus Athletic Coordinators
Athletics - High School	Athletic Director	Athletic Secretary at HS
Cheer	Principal	Campus Sec./Finance Sec. at HS
Classroom/Grade Level	Principal	Campus Sec./Finance Sec. at HS
Clubs/Organizations	Principal	Campus Sec./Finance Sec.
CTE	CTE Director then Principal	CTE Admin. Assistant at ESC
Dance/Drill Team JH	Principal	Campus Sec. at JH
Dance/Drill Team HS	Principal	Fine Arts Sec. at ESC
Fine Arts	Fine Arts Director then Principal	Fine Arts Sec. at ESC
Grade Level	Principal	Campus Sec./Finance Sec. at HS
PIRaider	Principal	Exec. Director of Communications
Special Education	Exec. Director of Special Education	Special Education Admin. Asst.

**Out-of-state or country field trips must also be approved by the Superintendent or Designee.*

