FIELD TRIP PROCESS

This process will be used to communicate field trip information to all stakeholders. Specifically this process will accomplish the following; field trip approval by principal, order buses, calculate field trip fees, notify parents of field trip fees, collect field trip fees, request check for admission fees and notify business office. This process will **eliminate** the need to enter requisitions during the school year. However, you will still need to enter budget requisitions in the spring to get budget approval for field trips that are to be paid for with budget money for the next school year. **You will use this process for ALL field trips including trips that do not require a school bus and trips that do not require the collection of field trip fees.**

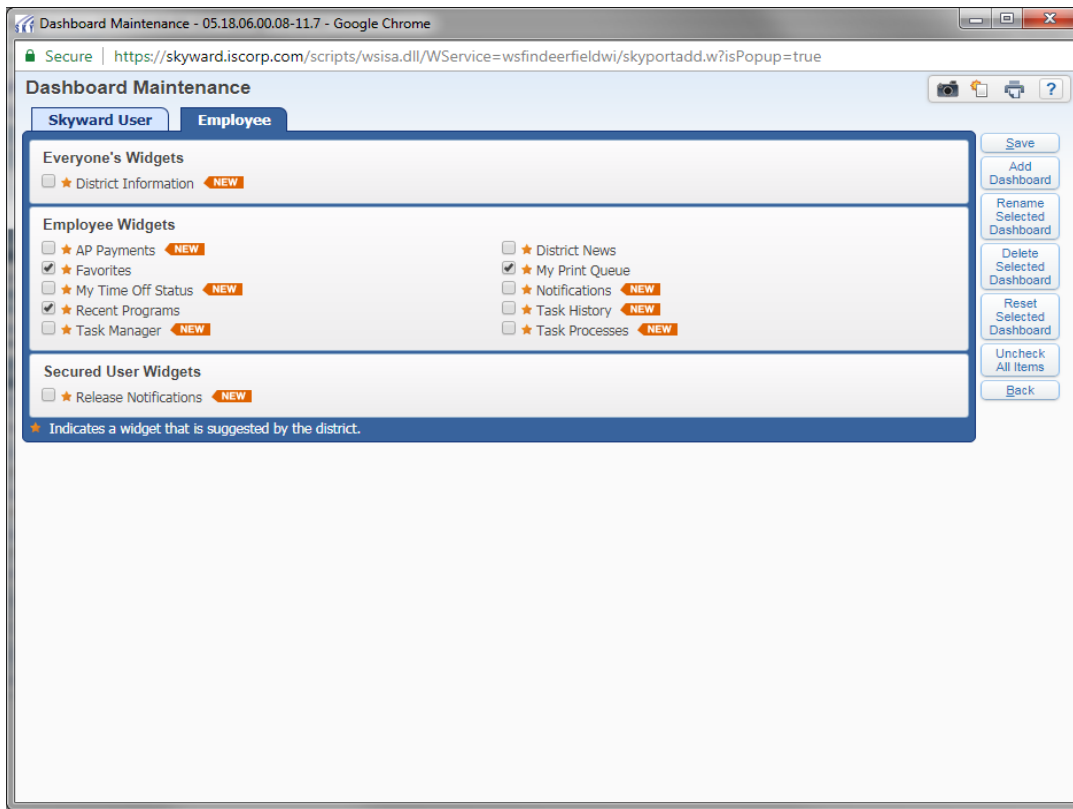NEED TO CANCEL A FIELD TRIP IN SKYWARD – see instructions on last page.

PRELIMINARY STEPS
1. Sign in to Skyward Employee Access/Finance.
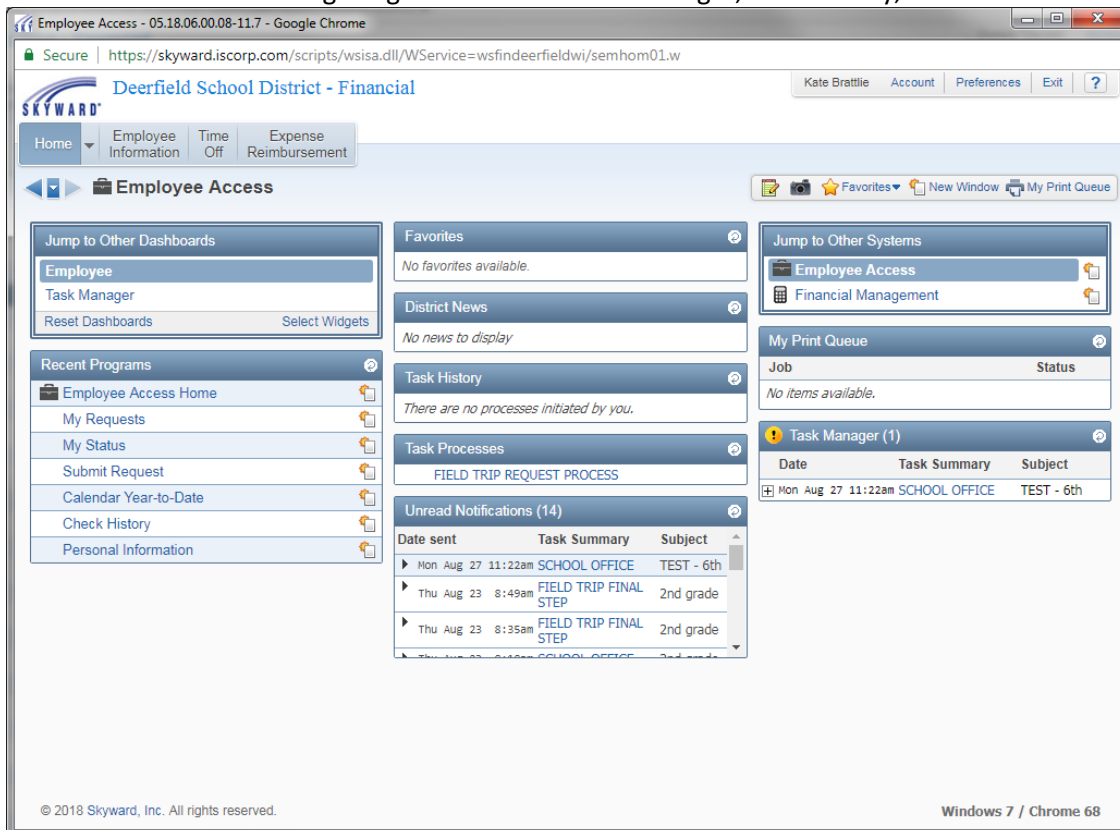2. Select new widgets for your dashboard if you don't already have "task" widgets.

3. Check the following widgets and save: Task Manager, Task History, Task Processes

4. New widgets will now appear on your dashboard going forward.

FIELD TRIP PROCESS STEPS

1. Sign in to Skyward Employee Access/Finance.
2. Click on FIELD TRIP REQUEST PROCESS

3. Subject: type in description of field trip. The subject will be important for archiving.

4. Click "next" button.

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w

TM Process: FIELD TRIP REQUEST PROCESS

Subject: LAST TEST :) - 6th Grade field trip

This process will be used to request approval for field trips; order buses for field trip; calculate cost of transportation; calculate field trip cost to parent; assign field trip fee to parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do not put multiple trips on the same request.

2. Part I

Teacher enters field trip information

☑ Are required custom forms/screens completed?

Employee's Name: ANDREW A. CHRISTIANSON   [Skip]

*SCHOOL: DES ▼

*GROUP: 6th Grade

*DATE OF TRIP: 9/15/2018

*DESTINATION: Kalahari

*DEPARTURE TIME FROM SCHOO: 8:15 a.m.

*RETURN TIME TO SCHOOL: 2:30 p.m.

*NUMBER OF RIDERS: 60

COMMENTS/SPECIAL INSTRUCT: We also need transportation at noon from the Kalahari to McDonald's and back to the Kalahari.

FIELD TRIP REQUEST

1. Enter Subject
2. Part I
3. Notes
4. Attachments
5. Choose Next Task

Step 2 of 5

[Next]

Process History

[Save and Finish Later]
[Reassign Task]

5. Complete all fields that start with * (required). Also add special instructions if applicable.
6. Confirm by checking the box that all required fields are completed. Click "next" button.

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w

TM Process: FIELD TRIP REQUEST PROCESS

Subject: LAST TEST :) - 6th Grade field trip

This process will be used to request approval for field trips; order buses for field trip; calculate cost of transportation; calculate field trip cost to parent; assign field trip fee to parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do not put multiple trips on the same request.

3. Notes

[Add]
[View]
[Delete]

There are no records to display; check your filter settings.

FIELD TRIP REQUEST

1. Enter Subject
2. Part I
3. Notes
4. Attachments
5. Choose Next Task

Step 3 of 5

[Previous]   [Next]

Process History

[Save and Finish Later]
[Reassign Task]

0 records displayed

7. If applicable, add a note here and click "next."
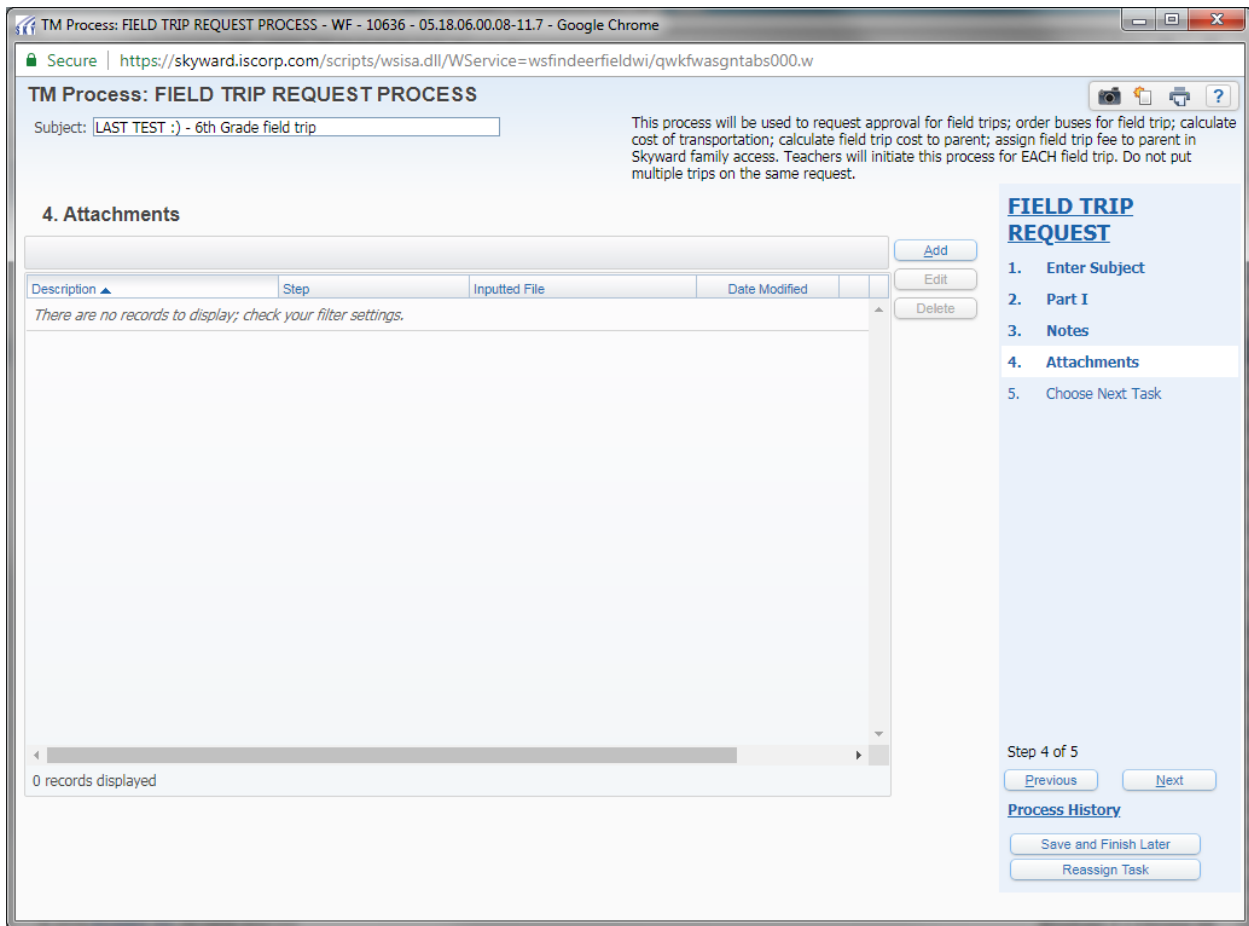
8. If applicable, add an attachment here. ==MS/HS must attach a roster of students attending the field trip.== Another example of using the note/attachment options would be to notify the office that you need a check to take along on the field trip for admission fees. Click "next."
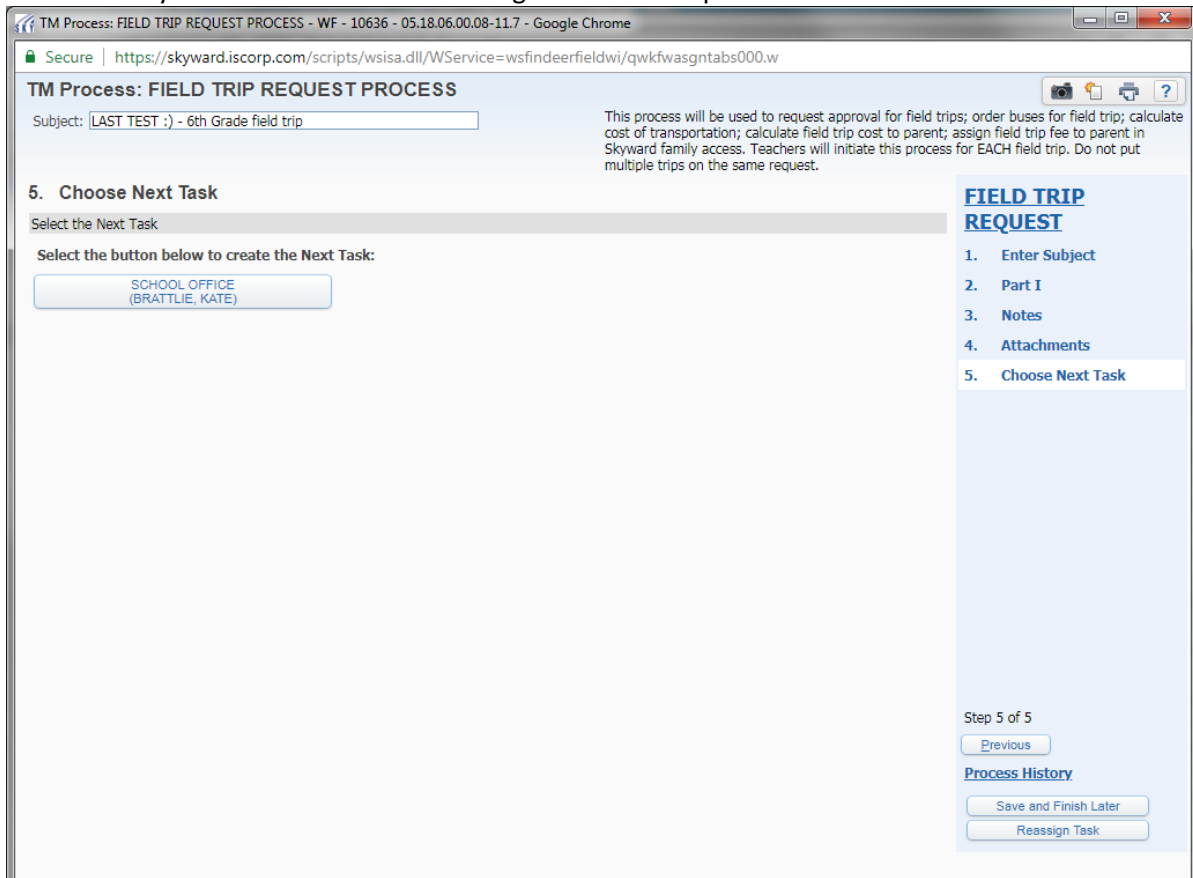
9. Click the "school office" button to start the next task. Office personnel will receive an email notification to sign in to Skyward and complete the next step.
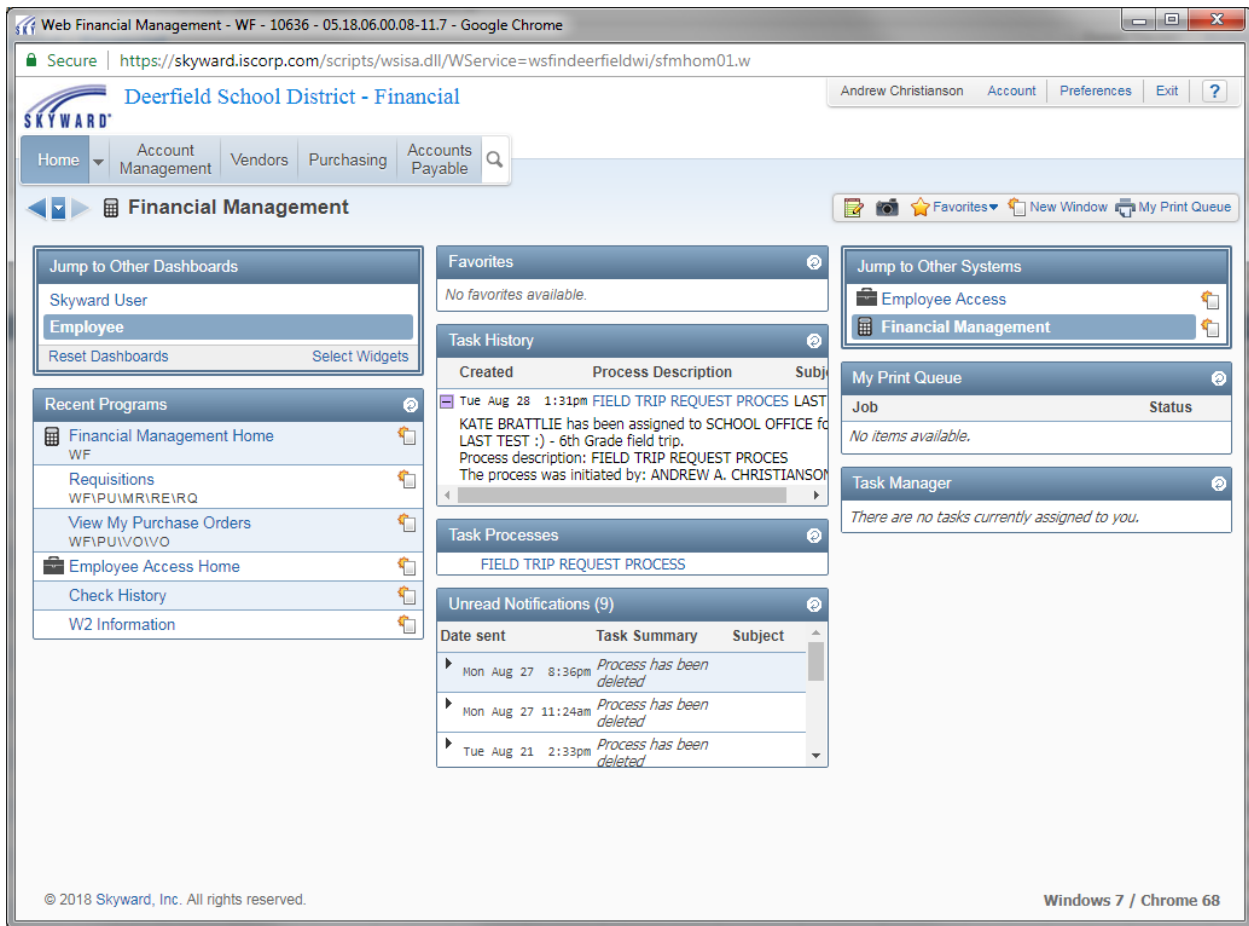
10. Teacher dashboard now has info in the "task history" area.
11. School office staff signs in to Skyward Employee Access.

12. Office person clicks on the yellow exclamation mark.

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qtodobrws001.w?isPopup=true

Task Manager

Views: General ▼   Filters: *Skyward Default ▼

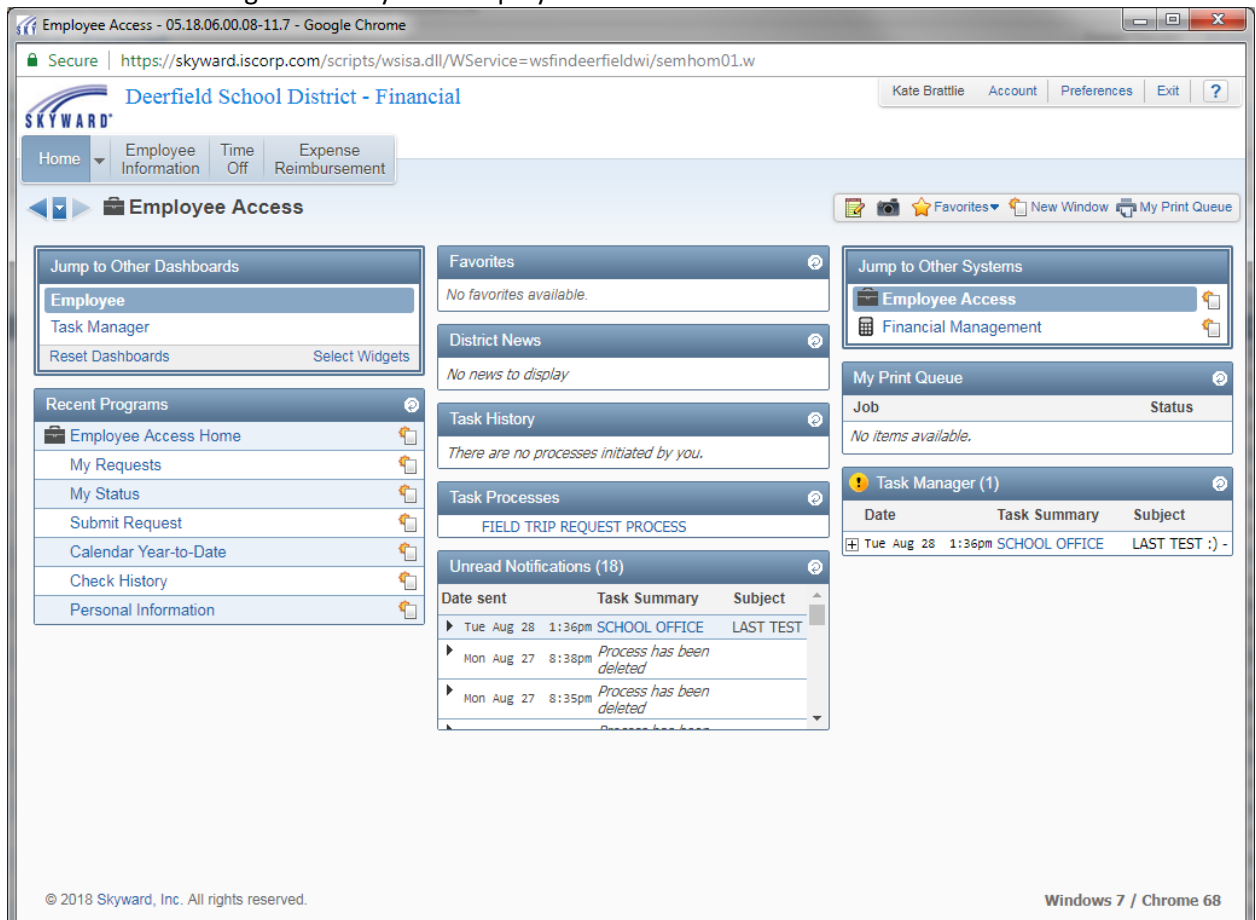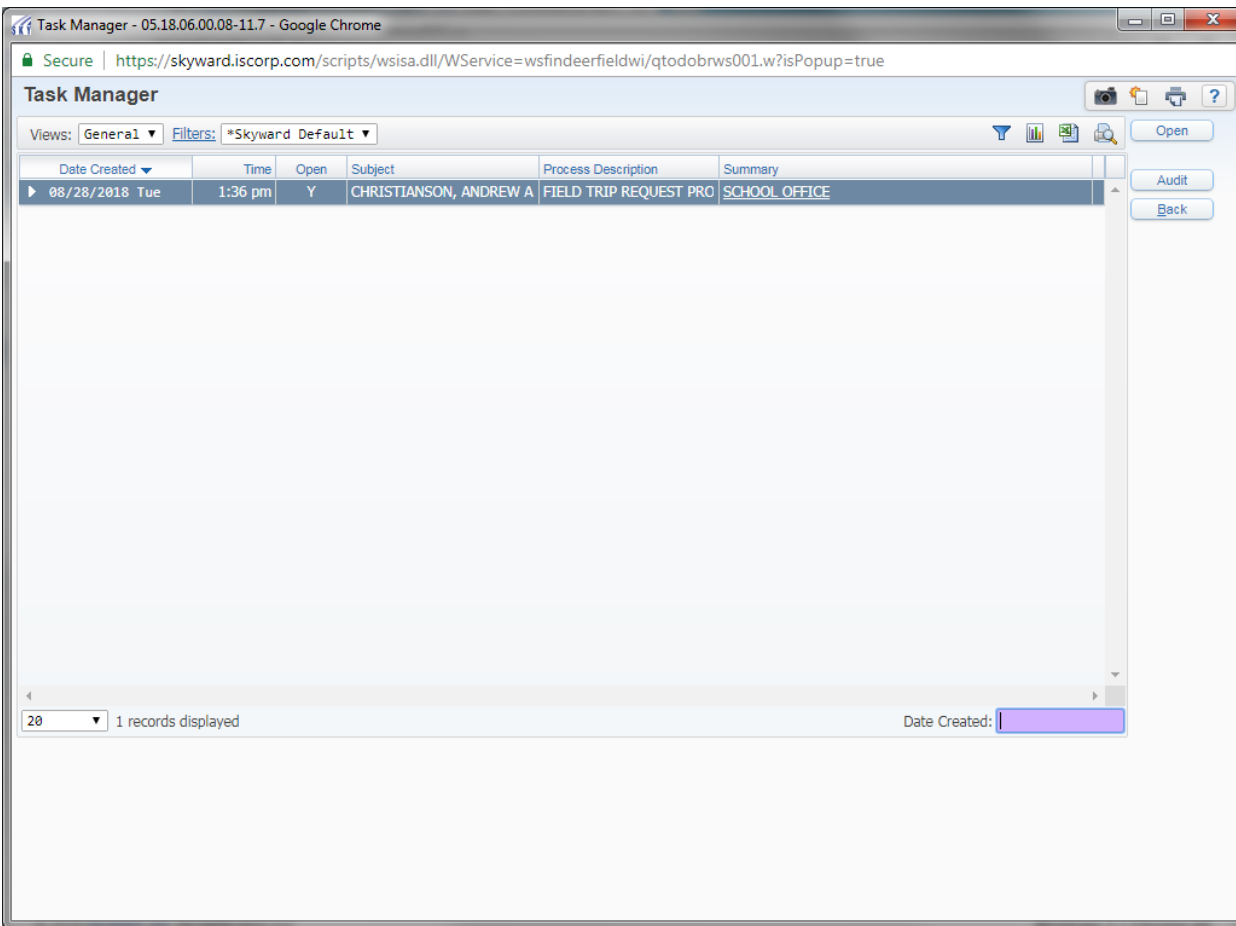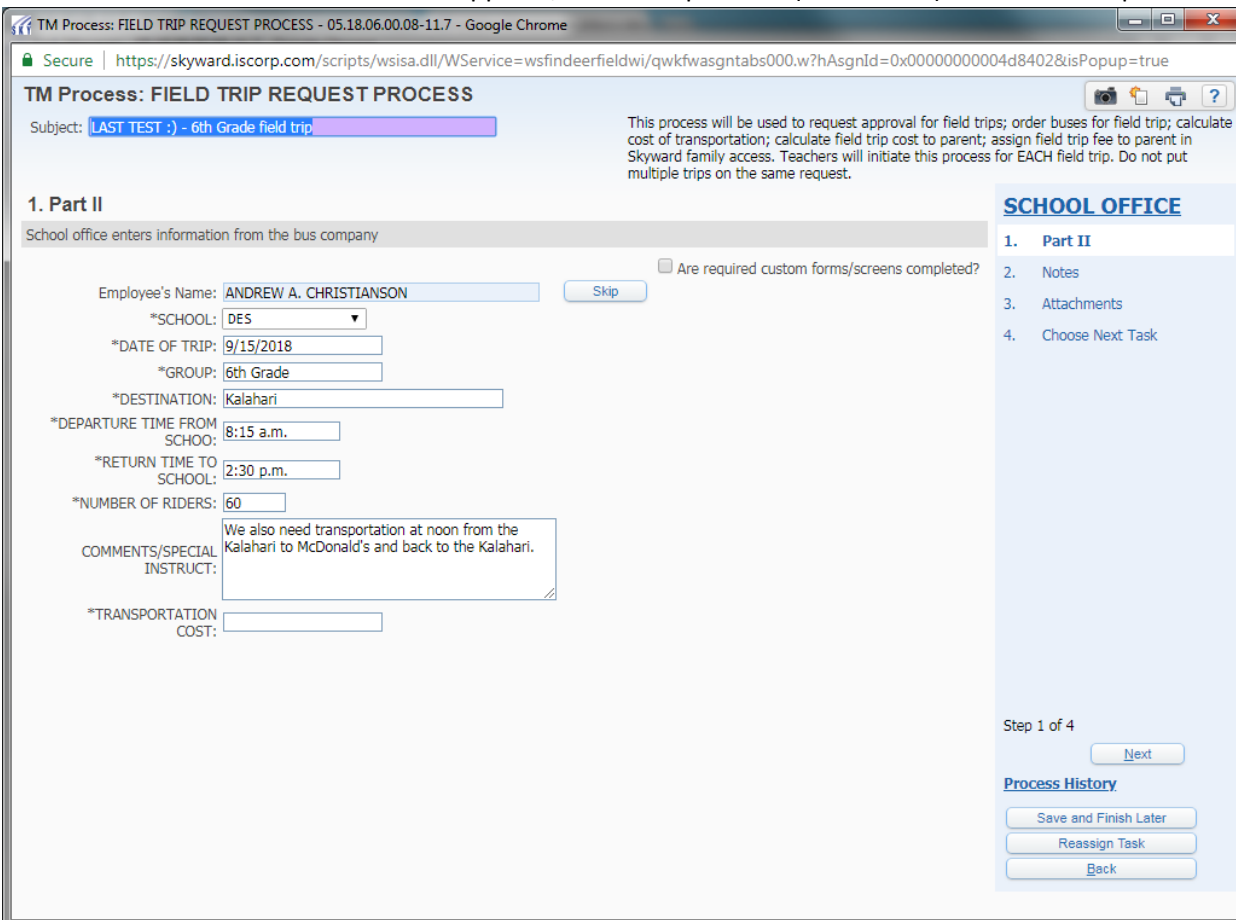| Date Created ▼	Time	Open	Subject	Process Description	Summary
▶ 08/28/2018 Tue	1:36 pm	Y	CHRISTIANSON, ANDREW A	FIELD TRIP REQUEST PRO	SCHOOL OFFICE

Open
Audit
Back

20 ▼   1 records displayed   Date Created:

13. If more than one task appears, click the open task (see the "Y") and click the open button.

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w?hAsgnId=0x00000000004d8402&isPopup=true

TM Process: FIELD TRIP REQUEST PROCESS

Subject: LAST TEST :) - 6th Grade field trip

This process will be used to request approval for field trips; order buses for field trip; calculate cost of transportation; calculate field trip cost to parent; assign field trip fee to parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do not put multiple trips on the same request.

1. Part II

School office enters information from the bus company

☐ Are required custom forms/screens completed?

Employee's Name: ANDREW A. CHRISTIANSON   Skip
*SCHOOL: DES ▼
*DATE OF TRIP: 9/15/2018
*GROUP: 6th Grade
*DESTINATION: Kalahari
*DEPARTURE TIME FROM SCHOO: 8:15 a.m.
*RETURN TIME TO SCHOOL: 2:30 p.m.
*NUMBER OF RIDERS: 60
COMMENTS/SPECIAL INSTRUCT: We also need transportation at noon from the Kalahari to McDonald's and back to the Kalahari.
*TRANSPORTATION COST:

SCHOOL OFFICE

1. Part II
2. Notes
3. Attachments
4. Choose Next Task

Step 1 of 4

Next

Process History

Save and Finish Later
Reassign Task
Back

14. School office personnel will contact the bus company to request a cost estimate using the trip information entered by the teacher.

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w?hAsgnId=0x00000000004d8402&isPopup=true

TM Process: FIELD TRIP REQUEST PROCESS

Subject: LAST TEST :) - 6th Grade field trip

This process will be used to request approval for field trips; order buses for field trip; calculate cost of transportation; calculate field trip cost to parent; assign field trip fee to parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do not put multiple trips on the same request.

1. Part II

School office enters information from the bus company

☑ Are required custom forms/screens completed?

Employee's Name: ANDREW A. CHRISTIANSON   [Skip]

*SCHOOL: DES

*DATE OF TRIP: 9/15/2018

*GROUP: 6th Grade

*DESTINATION: Kalahari

*DEPARTURE TIME FROM SCHOO: 8:15 a.m.

*RETURN TIME TO SCHOOL: 2:30 p.m.

*NUMBER OF RIDERS: 60

COMMENTS/SPECIAL INSTRUCT: We also need transportation at noon from the Kalahari to McDonald's and back to the Kalahari.

*TRANSPORTATION COST: $120.00

SCHOOL OFFICE

1. **Part II**
2. Notes
3. Attachments
4. Choose Next Task

Step 1 of 4

[Next]

Process History

[Save and Finish Later]
[Reassign Task]
[Back]

15. School office personnel enter the transportation cost estimate in Skyward.
16. ==Check the box that all required info is entered.== Click "next."

2. Notes

[Add]
[View]

There are no records to display; check your filter settings.

[Delete]

SCHOOL OFFICE

1. Part II
2. **Notes**
3. Attachments
4. Choose Next Task

Step 2 of 4

[Previous]   [Next]

Process History

[Save and Finish Later]
[Reassign Task]
[Back]

0 records displayed

17. School office personnel can also add notes and attachments if applicable. Click "next."

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w

TM Process: FIELD TRIP REQUEST PROCESS

Subject: LAST TEST :) - 6th Grade field trip

This process will be used to request approval for field trips; order buses for field trip; calculate cost of transportation; calculate field trip cost to parent; assign field trip fee to parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do not put multiple trips on the same request.

SCHOOL OFFICE

3. Attachments

Description ▲	Step	Inputted File	Date Modified		
There are no records to display; check your filter settings.					

Add
Edit
Delete

1. Part II
2. Notes
3. Attachments
4. Choose Next Task

Step 3 of 4
Previous   Next

Process History

Save and Finish Later
Reassign Task
Back

◄ | | ►

0 records displayed

18. Click "next."

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w

TM Process: FIELD TRIP REQUEST PROCESS

Subject: LAST TEST :) - 6th Grade field trip

This process will be used to request approval for field trips; order buses for field trip; calculate cost of transportation; calculate field trip cost to parent; assign field trip fee to parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do not put multiple trips on the same request.

SCHOOL OFFICE

4. Choose Next Task

Select the Next Task or return to a Previous Task

Select the button below to create the Next Task:

TEACHER COMPLETES PART III
(CHRISTIANSON, ANDREW A.)

Select the button below to return to a Previous Task:

FIELD TRIP REQUEST

1. Part II
2. Notes
3. Attachments
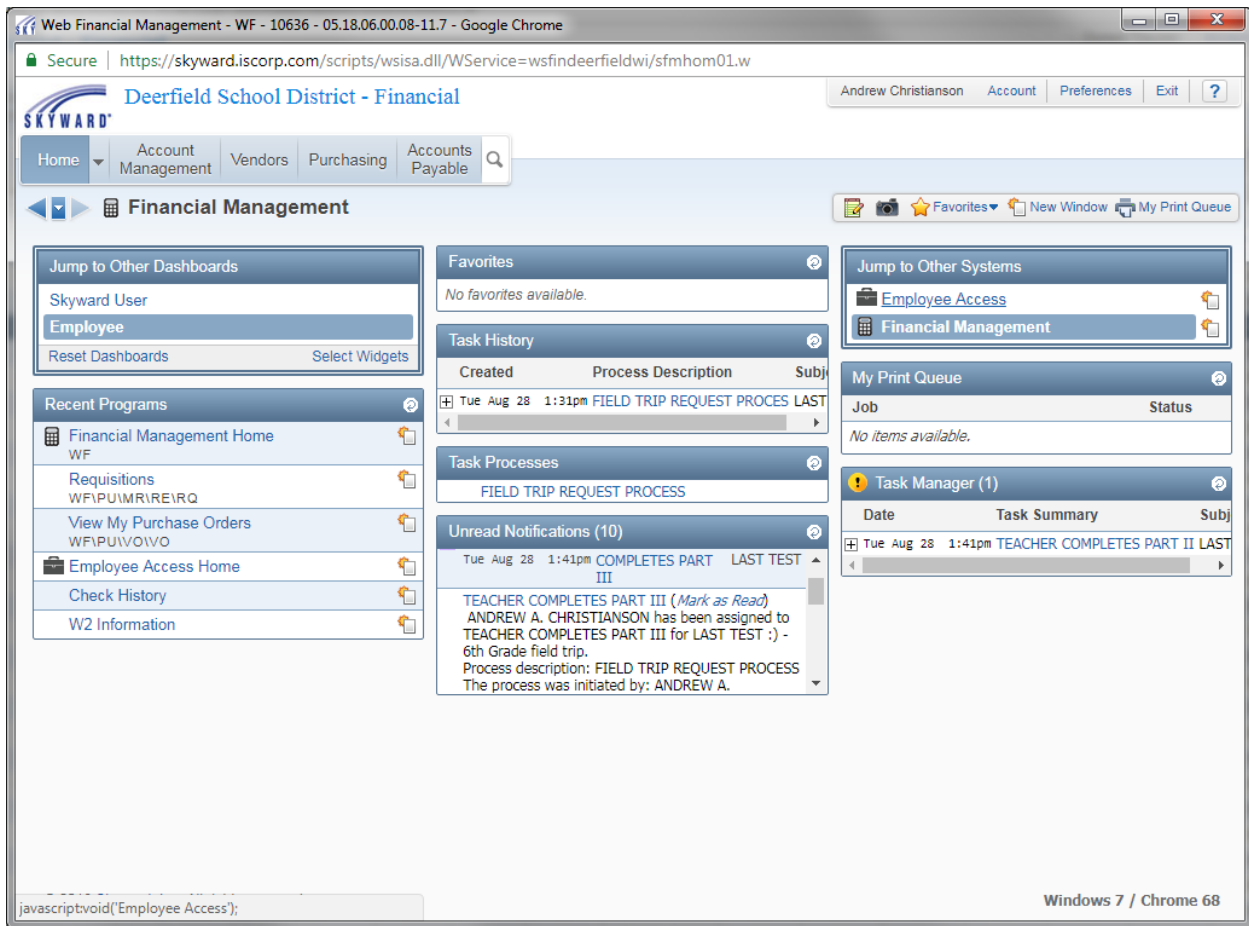4. Choose Next Task

Step 4 of 4
Previous

Process History
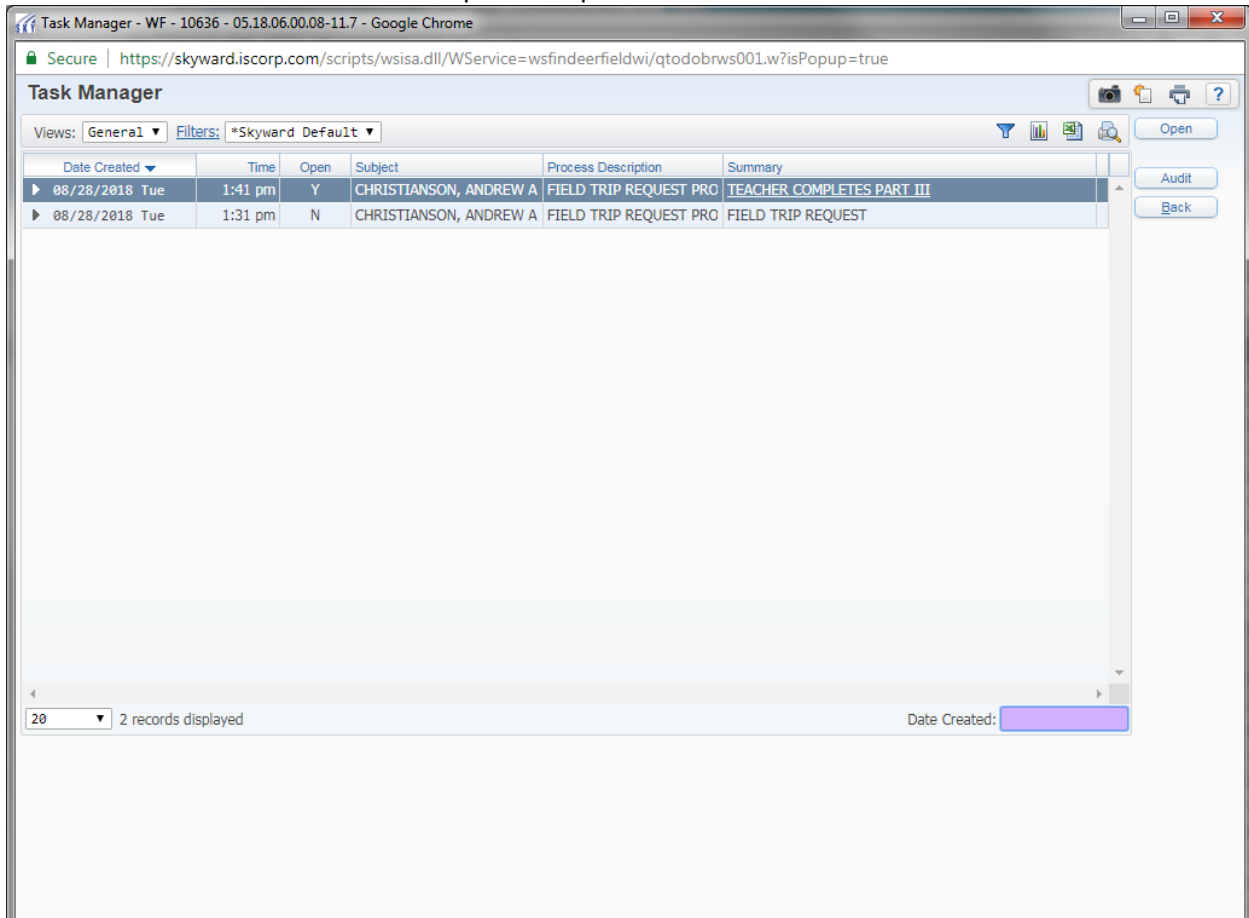
Save and Finish Later
Reassign Task
Back

19. Office personnel clicks "TEACHER COMPLETES PART III" to send the task back to the teacher. Teacher gets an email notification to sign back in to Skyward to complete next task.

20. Teacher clicks on exclamation point to open task list.

21. Notice there are now two tasks listed. The "open" tasks will be listed first. There is one task open on this screen. Highlight the open task. Click "open" button.

22. Teacher enters remaining required information: total admission cost for students, total admission cost of chaperones; total cost of trip (add all costs together). Calculate trip cost per student by dividing total cost by number of students. Round up the per student cost to the next whole dollar and enter in field (i.e. for per student cost of $3.50, enter $4.00).

23. Click box indicating all required fields are complete and then click "next."
24. Note screen comes up again. Enter new note if applicable. Click "next."
25. Attachment screen comes up again. Enter new attachment if applicable. Click "next."

TM Process: FIELD TRIP REQUEST PROCESS - WF - 10636 - 05.18.06.00.08-11.7 - Google Chrome

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w

TM Process: FIELD TRIP REQUEST PROCESS

Subject: LAST TEST :) - 6th Grade field trip

This process will be used to request approval for field trips; order buses for field trip; calculate cost of transportation; calculate field trip cost to parent; assign field trip fee to parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do not put multiple trips on the same request.

4. Choose Next Task

Select the Next Task or return to a Previous Task

Select the button below to create the Next Task:

| FIELD TRIP APPROVAL (KAMRATH, MELINDA S.) |

Select the button below to return to a Previous Task:

| SCHOOL OFFICE |
| FIELD TRIP REQUEST |

TEACHER COMPLETES PART III

1. Part III
2. Notes
3. Attachments
4. Choose Next Task

Step 4 of 4

[Previous]

Process History

[Save and Finish Later]
[Reassign Task]
[Back]

26. Click "FIELD TRIP APPROVAL." Principal will get an email and sign in to complete the next task.

TM Process: FIELD TRIP REQUEST PROCESS - 05.18.06.00.08-11.7 - Google Chrome

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w?hAsgnId=0x00000000004d8404&isPopup=true

TM Process: FIELD TRIP REQUEST PROCESS

Subject: LAST TEST :) - 6th Grade field trip

This process will be used to request approval for field trips; order buses for field trip; calculate cost of transportation; calculate field trip cost to parent; assign field trip fee to parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do not put multiple trips on the same request.

1. Trip Approval

☑ Are required custom forms/screens completed?

Employee's Name: ANDREW A. CHRISTIANSON   [Skip]
*SCHOOL: DES
*GROUP: 6th Grade
*DATE OF TRIP: 9/15/2018
*DESTINATION: Kalahari
*DEPARTURE TIME FROM SCHOO: 8:15 a.m.
*RETURN TIME TO SCHOOL: 2:30 p.m.
ADMISSION COST: $60.00
COMMENTS/SPECIAL INSTRUCT: We also need transportation at noon from the Kalahari to McDonald's and back to the Kalahari.
CHAPERONE COST: $30.00
*TRANSPORTATION COST: $120.00
*TOTAL COST OF TRIP: $210.00
*NUMBER OF RIDERS: 60
*TRIP COST PER STUDENT: $4.00 ($3.50)
*APPROVED BY PRINCIPAL: Yes

FIELD TRIP APPROVAL

1. Trip Approval
2. Notes
3. Attachments
4. Choose Next Task

Step 1 of 4

[Next]

Process History

[Save and Finish Later]
[Reassign Task]
[Back]

27. Principal will also have the option to add notes and attachments.
28. Principal clicks "FIELD TRIP FEE ASSIGNED" to send an email to office staff to complete next task; assign field trip fee to families in the Skyward family access portal.

29. School office staff checks box indicating that fees have been assigned. Parents will see field trip fee in Skyward parent portal.

30. Business office notification is the last step.

TM Process: FIELD TRIP REQUEST PROCESS - 05.18.06.00.08-11.7 - Google Chrome

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w

TM Process: FIELD TRIP REQUEST PROCESS

Subject: LAST TEST :) - 6th Grade field trip

This process will be used to request approval for field trips; order buses for field trip; calculate cost of transportation; calculate field trip cost to parent; assign field trip fee to parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do not put multiple trips on the same request.

4. Choose Next Task

Select the Next Task or return to a Previous Task

Select the button below to create the Next Task:

| BUSINESS OFFICE NOTIFICATION (TREUDEN, DOREEN M.) |

Select the button below to return to a Previous Task:

| FIELD TRIP APPROVAL |
| TEACHER COMPLETES PART III |
| SCHOOL OFFICE |
| FIELD TRIP REQUEST |

FIELD TRIP FEE ASSIGNED

1. Part IV
2. Notes
3. Attachments
4. **Choose Next Task**

Step 4 of 4

Previous

Process History

Save and Finish Later

Reassign Task

Back

TM Process: FIELD TRIP REQUEST PROCESS - PS - 6157 - 05.18.06.00.08-11.7 - Google Chrome

🔒 Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w

TM Process: FIELD TRIP REQUEST PROCESS

Subject: LAST TEST :) - 6th Grade field trip

This process will be used to request approval for field trips; order buses for field trip; calculate cost of transportation; calculate field trip cost to parent; assign field trip fee to parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do not put multiple trips on the same request.

4. Close Process

Select the Next Task or return to a Previous Task

This is the final step.
Select the button below to close the Process:

| Close Process |

Select the button below to return to a Previous Task:

| FIELD TRIP FEE ASSIGNED |
| FIELD TRIP APPROVAL |
| TEACHER COMPLETES PART III |
| SCHOOL OFFICE |
| FIELD TRIP REQUEST |

BUSINESS OFFICE NOTIFICATION

1. General
2. Notes
3. Attachments
4. **Close Process**

Step 4 of 4

Previous

Process History

Save and Finish Later

Reassign Task

Back

31. Business office closes the process.

32. Teacher dashboard shows field trip process complete for trip entered on Aug 28.

Other Important Field Trip Information
1. Teachers will no longer need to keep track of who has paid for field trips and will not need to follow up with students who have not paid for field trips.
2. Economically disadvantaged students will automatically have their field trip fees waived in the Skyward parent portal so there is no need to request DEAR funds.
3. Hopefully most parents will pay online for field trip fees. Field trip payments collected by the teacher will be turned in to office personnel. When turning in money to the office, please include the student(s) name, amount paid and field trip information.
4. Please start a new field trip process in Skyward for each trip. The only time you should complete one process for multiple trips is when the trip information is exactly the same except for the date (i.e. HS phy ed class going bowling on 8 different dates – one field trip process can be submitted for this example).

Chaperones/Volunteers
1. Chaperones will no longer pay admission fees. The cost of chaperones needs to be included in the per student field trip fee. Principals may make exceptions to this rule.
2. Chaperones must have completed District volunteer paperwork to be eligible to attend field trips. Check the shared google doc (created by Angie Haag) to determine if parent chaperones need to complete volunteer paperwork.

Cancelling a field trip entered in Skyward

The teacher that started the field trip request is able to delete the field trip when anyone in the process sends the task back to the first step. The principal, office staff, teacher or business manager are all able to select the "FIELD TRIP REQUEST" button on the screen below. The originating teacher will be able to delete the trip when the task is sent back to step one.