

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.

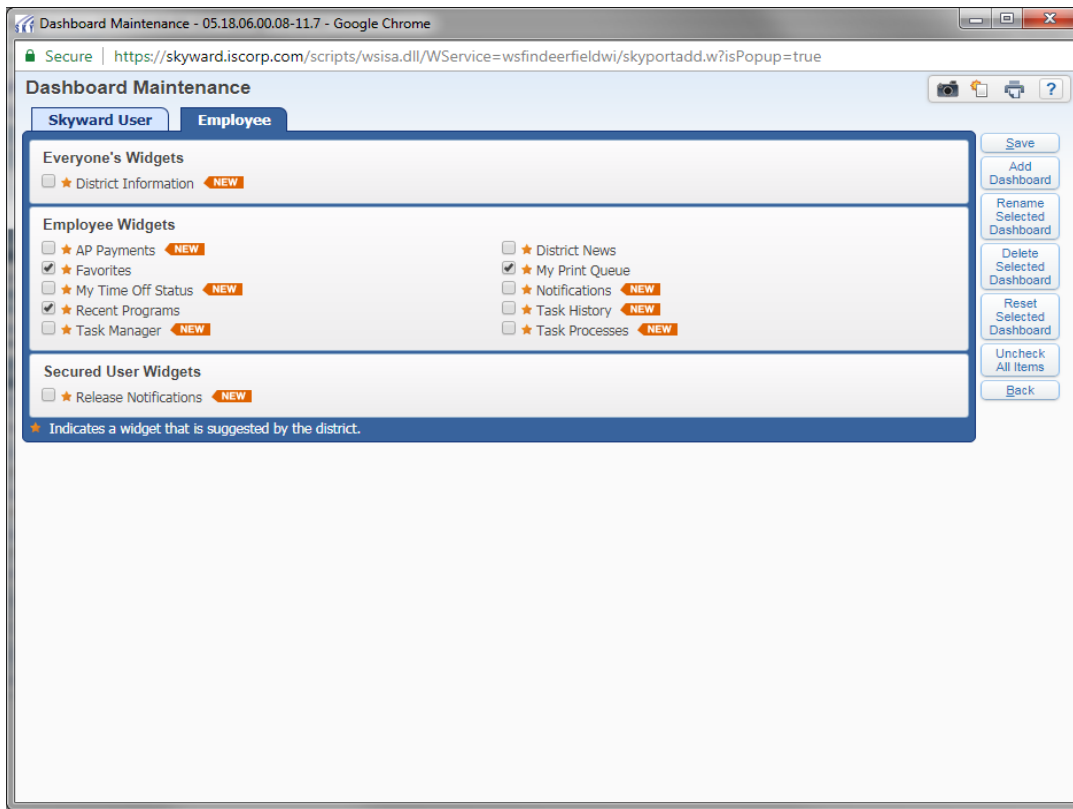
PRELIMINARY STEPS

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

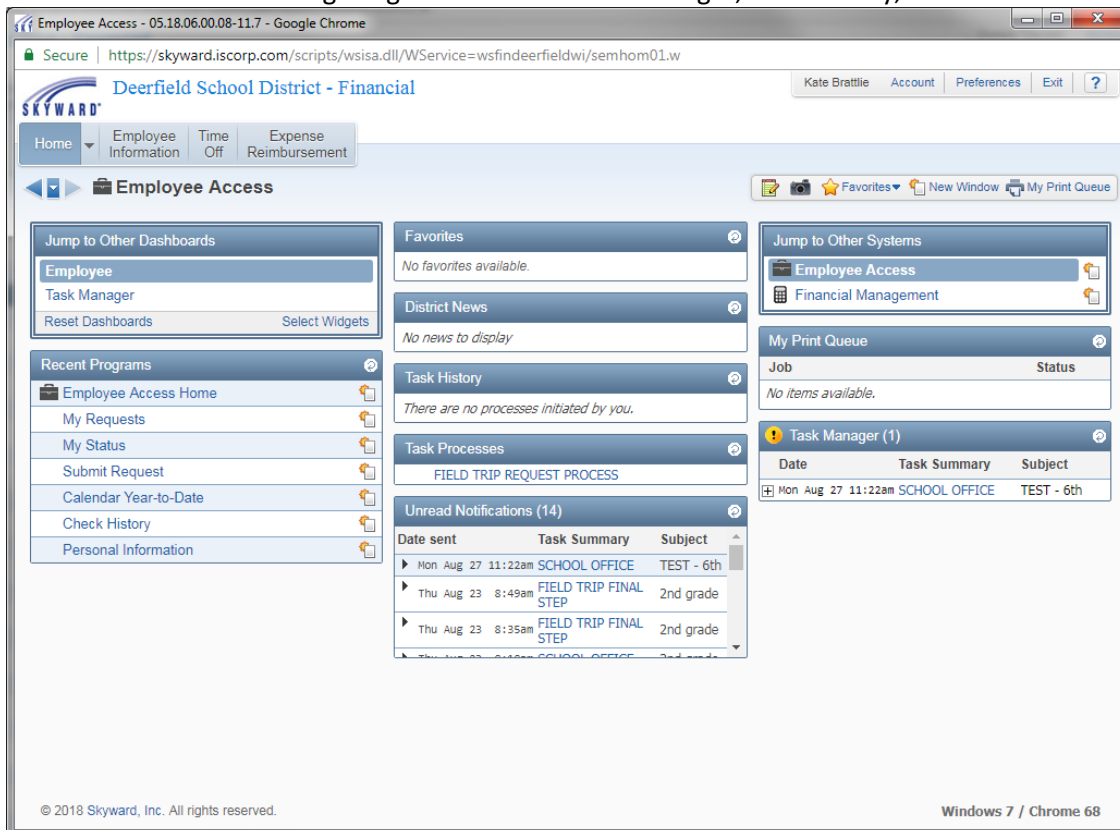
The screenshot shows the Skyward Employee Access dashboard for a user named Kristin Thomas. The page title is "Deerfield School District - Financial". The user is logged in as "Employee Access". The dashboard includes several widgets:

- Jump to Other Dashboards:** Skyward User, Employee, Reset Dashboards, and a "NEW Select Widgets" button.
- Recent Programs:** A list of recent programs including Employee Access Home, My Requests, Financial Management Home, Requisitions, My Requisition Approval History, Personal Information, 1095 Forms, Check Estimator, Check History, and Flex Information.
- Jump to Other Systems:** Employee Access and Financial Management.
- My Print Queue:** Job and Status columns, with "No items available."
- Suggested Widgets:** A dark box at the bottom right with the text "There are new suggested widgets available for you to select." and buttons for "Select Widgets", "Remind Me Tomorrow", and "Dismiss".

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



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

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

Web Financial Management - WF - 10636 - 05.18.06.00.08-11.7 - Google Chrome

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinddeerfieldwi/sfmhom01.w

Deerfield School District - Financial

Andrew Christianson Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Financial Management

Jump to Other Dashboards

Skyward User

Employee

Reset Dashboards Select Widgets

Recent Programs

Financial Management Home WF

Requisitions WFPUMR\RE\REQ

View My Purchase Orders WFPUIVO\VO

Employee Access Home

Check History

W2 Information

Favorites

No favorites available.

Task History

There are no processes initiated by you.

Task Processes

FIELD TRIP REQUEST PROCESS

Unread Notifications (9)

Date sent	Task Summary	Subject
Mon Aug 27 8:36pm	Process has been deleted	
Mon Aug 27 11:24am	Process has been deleted	
Tue Aug 21 2:33pm	Process has been deleted	

Jump to Other Systems

Employee Access

Financial Management

My Print Queue

Job	Status
No items available.	

Task Manager

There are no tasks currently assigned to you.

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Windows 7 / Chrome 68

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=wsfinddeerfieldwi/qwkwfwasgntabs000.w?isPopup=true

TM Process: FIELD TRIP REQUEST PROCESS

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. Enter Subject

Please complete the trip information.

Subject:

FIELD TRIP REQUEST

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

Step 1 of 5

Next

Process History

Save and Finish Later

Reassign Task

3. Subject: type in description of field trip. The subject will be important for archiving.
4. Click "next" button.

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=wsfinddeerfieldwi/qwkfwsgntabs000.w

TM Process: FIELD TRIP REQUEST PROCESS

Subject:

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:

*SCHOOL:

*GROUP:

*DATE OF TRIP:

*DESTINATION:

*DEPARTURE TIME FROM SCHOOL:

*RETURN TIME TO SCHOOL:

*NUMBER OF RIDERS:

COMMENTS/SPECIAL INSTRUCT:

FIELD TRIP REQUEST

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

Step 2 of 5

Process History

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.

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=wsfinddeerfieldwi/qwkfwsgntabs000.w

TM Process: FIELD TRIP REQUEST PROCESS

Subject:

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

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

0 records displayed

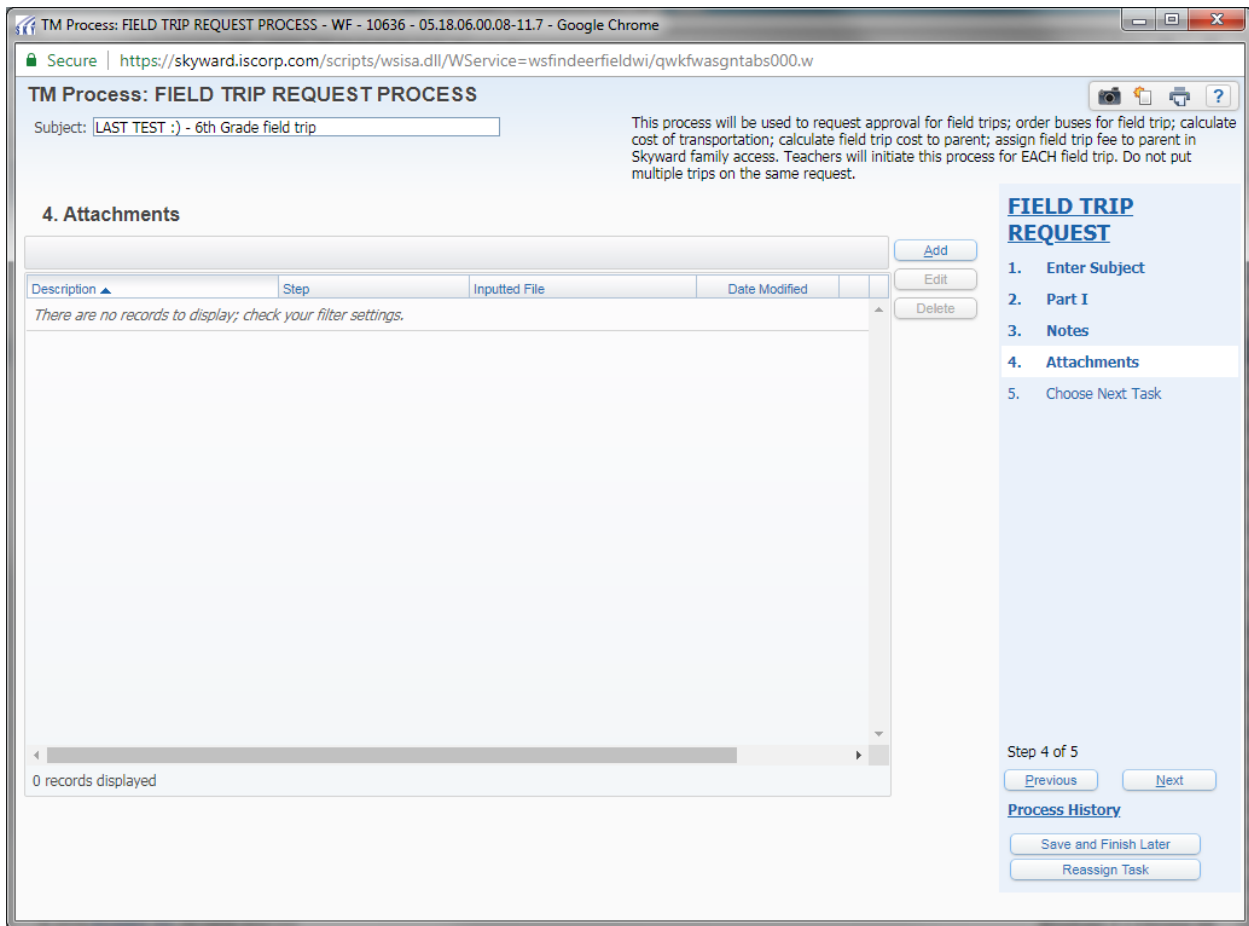
FIELD TRIP REQUEST

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

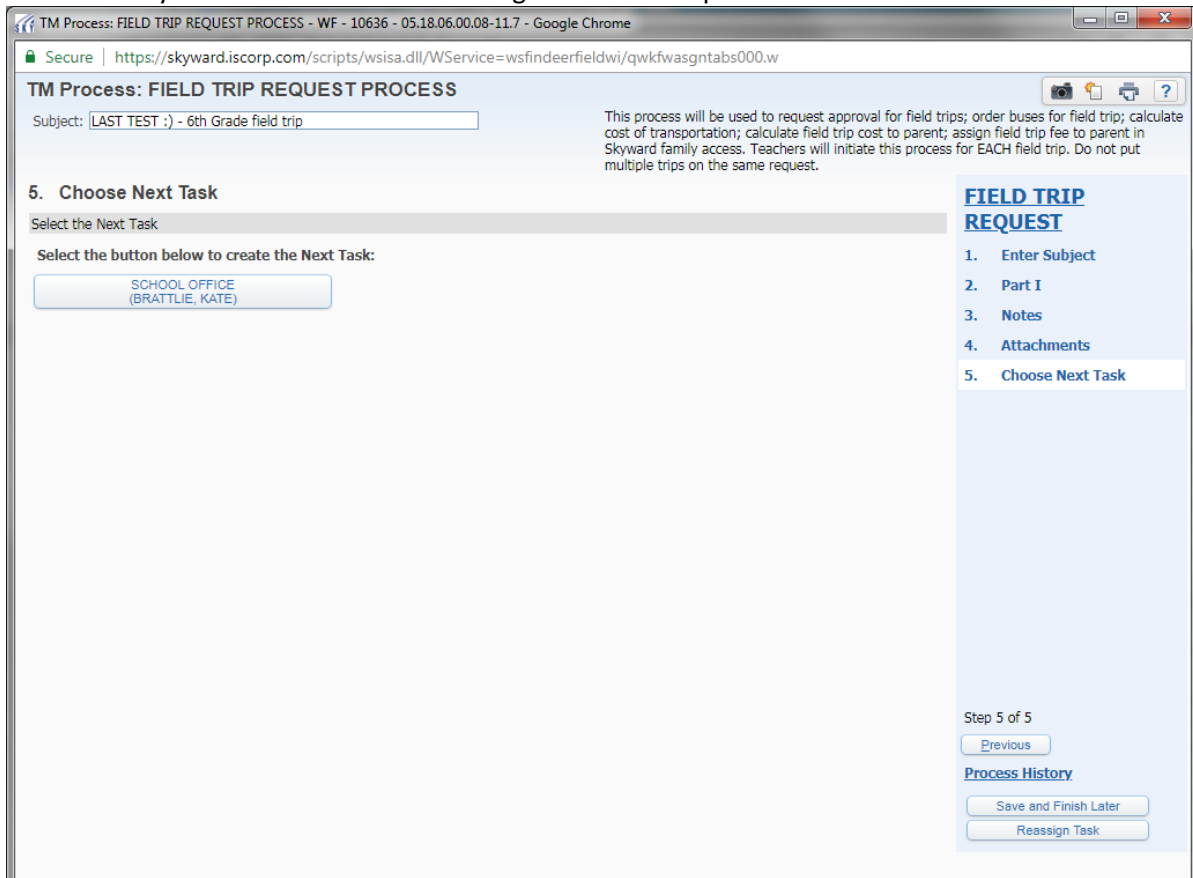
Step 3 of 5

Process History

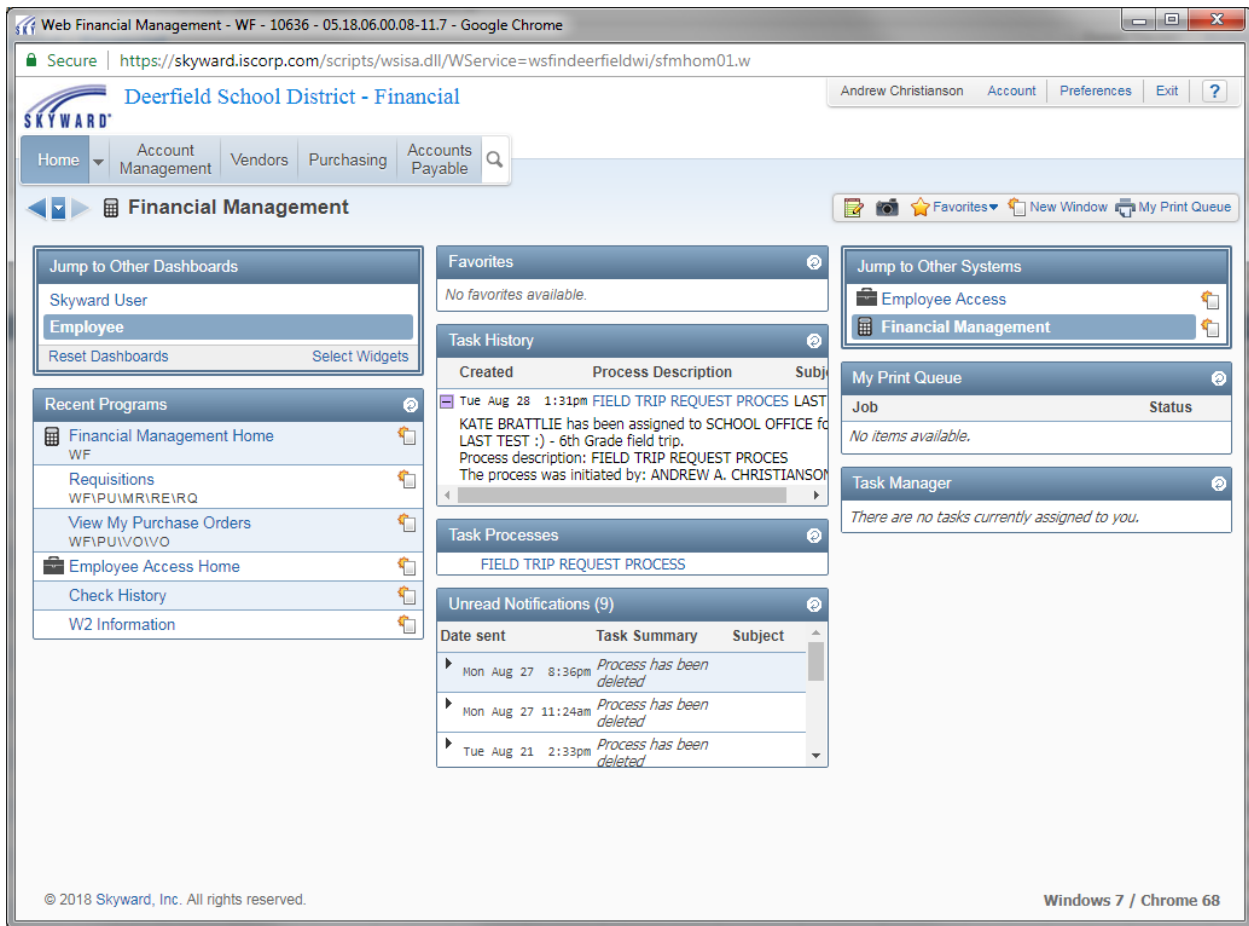
7. If applicable, add a note here and click "next."



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.”

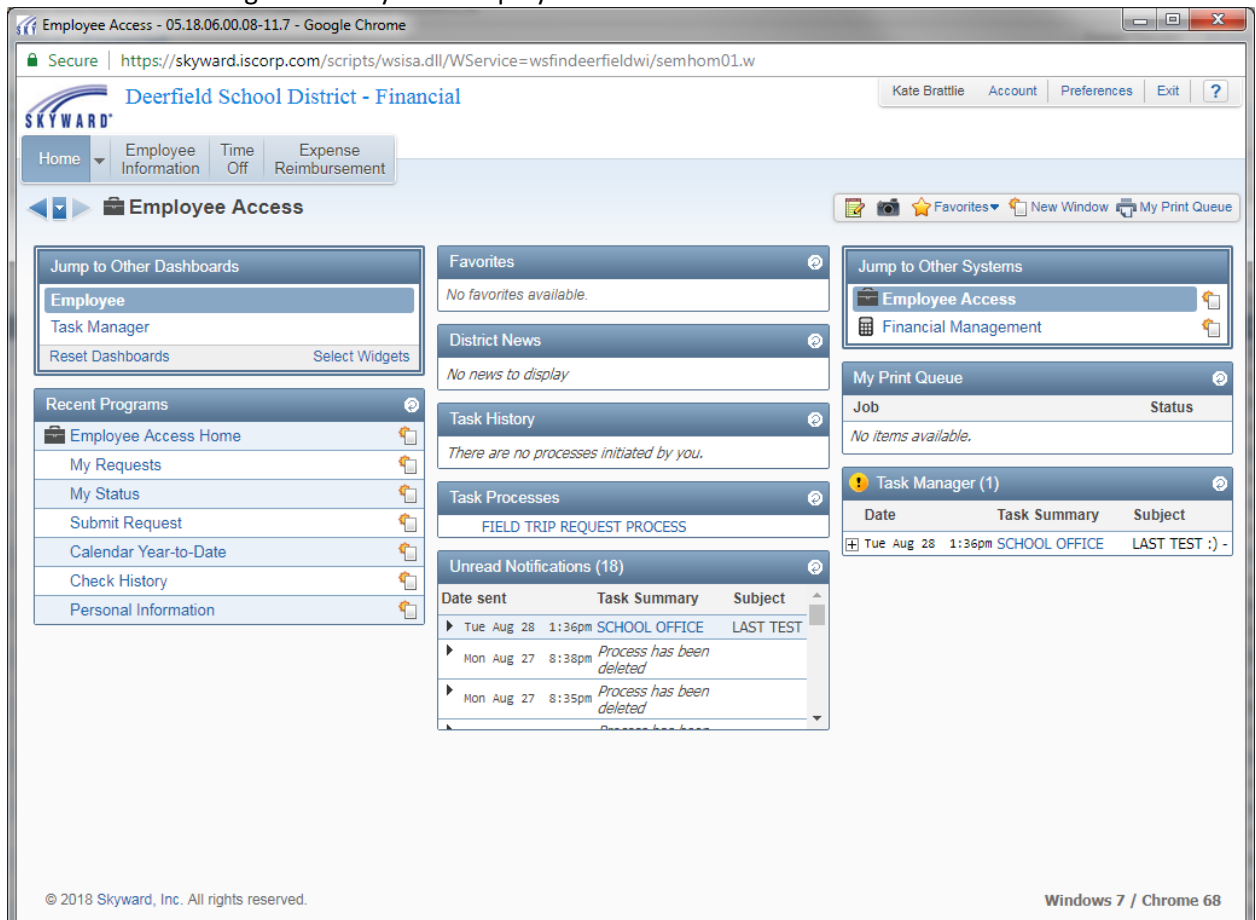


9. Click the “school office” button to start the next task. Office personnel will receive an email notification to sign in to Skyward and complete the next step.

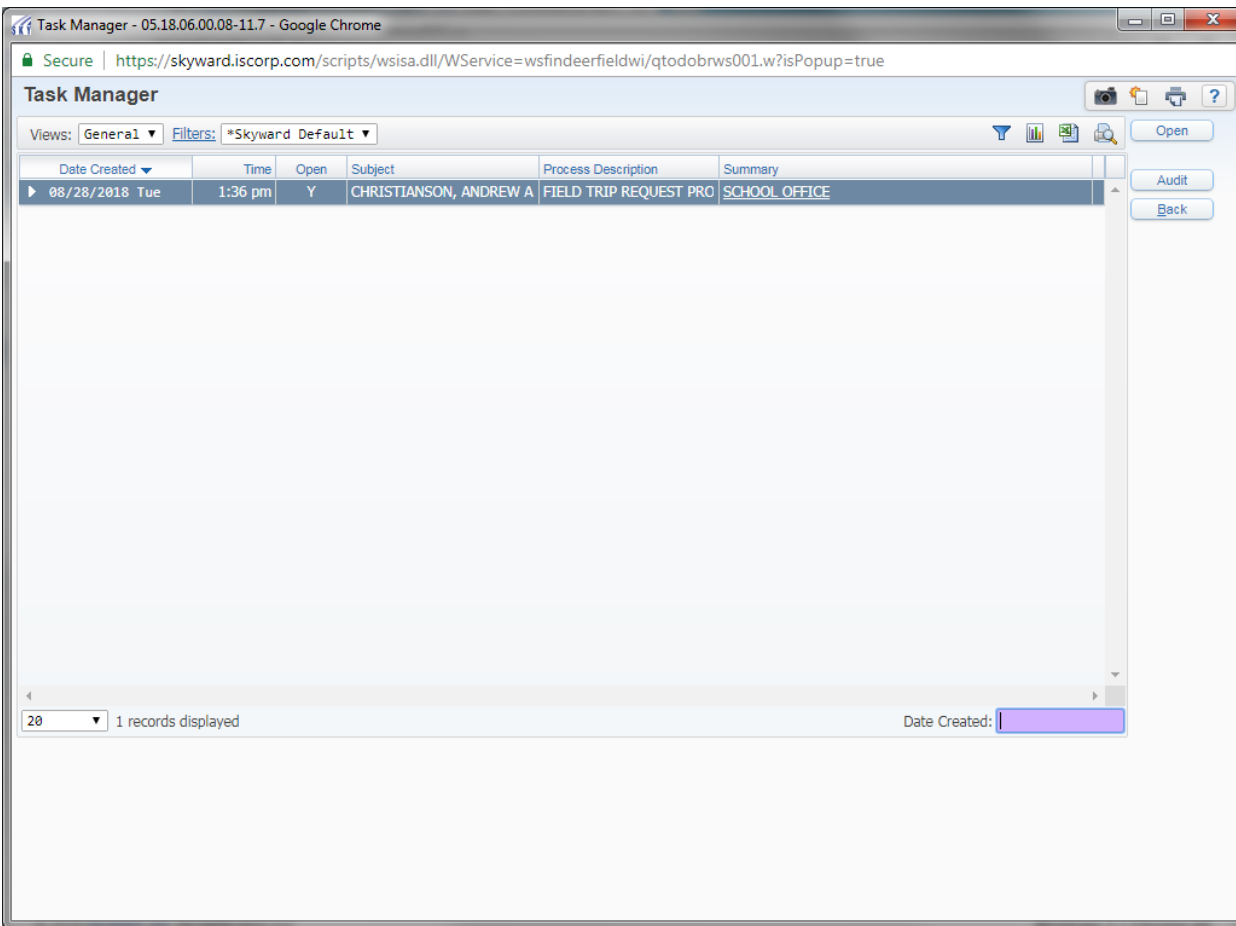


10. Teacher dashboard now has info in the “task history” area.

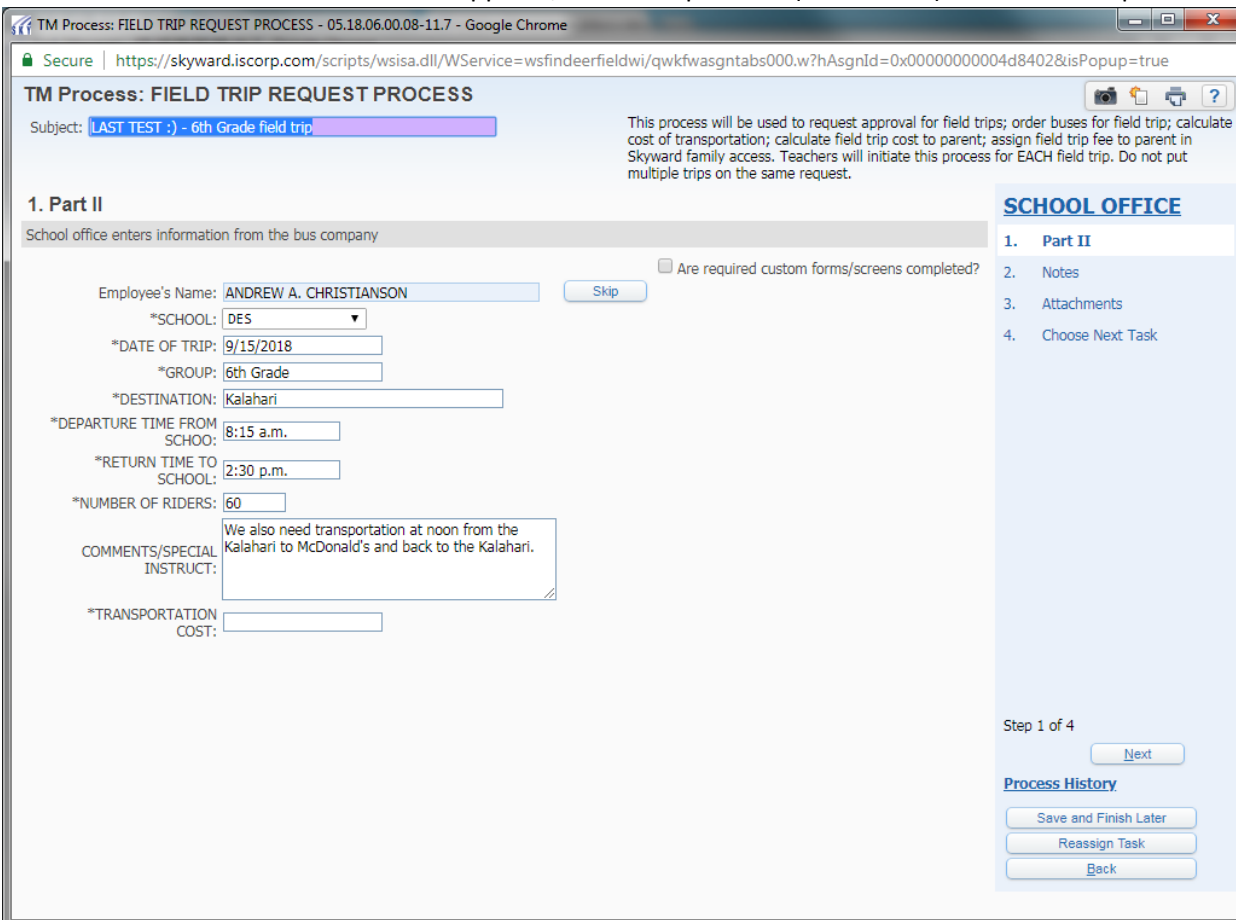
11. School office staff signs in to Skyward Employee Access.



12. Office person clicks on the yellow exclamation mark.



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



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

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

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinddeerfieldwi/qwkfwsgntabs000.w?hAsgnId=0x00000000004d8402&isPopup=true

TM Process: FIELD TRIP REQUEST PROCESS

Subject:

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:

*SCHOOL:

*DATE OF TRIP:

*GROUP:

*DESTINATION:

*DEPARTURE TIME FROM SCHOOL:

*RETURN TIME TO SCHOOL:

*NUMBER OF RIDERS:

COMMENTS/SPECIAL INSTRUCT:

*TRANSPORTATION COST:

SCHOOL OFFICE

- Part II
- Notes
- Attachments
- Choose Next Task

Step 1 of 4

[Process History](#)

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

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

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinddeerfieldwi/qwkfwsgntabs000.w

TM Process: FIELD TRIP REQUEST PROCESS

Subject:

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. Notes

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

0 records displayed

SCHOOL OFFICE

- Part II
- Notes
- Attachments
- Choose Next Task

Step 2 of 4

[Process History](#)

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

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/qwkfwagntabs000.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. Attachments

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

0 records displayed

SCHOOL OFFICE

- Part II
- Notes
- Attachments**
- Choose Next Task

Step 3 of 4

Previous Next

Process History

Save and Finish Later

Reassign Task

Back

18. Click "next."

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/qwkfwagntabs000.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:

TEACHER COMPLETES PART III (CHRISTIANSON, ANDREW A.)

Select the button below to return to a Previous Task:

FIELD TRIP REQUEST

SCHOOL OFFICE

- Part II
- Notes
- Attachments
- Choose Next Task**

Step 4 of 4

Previous

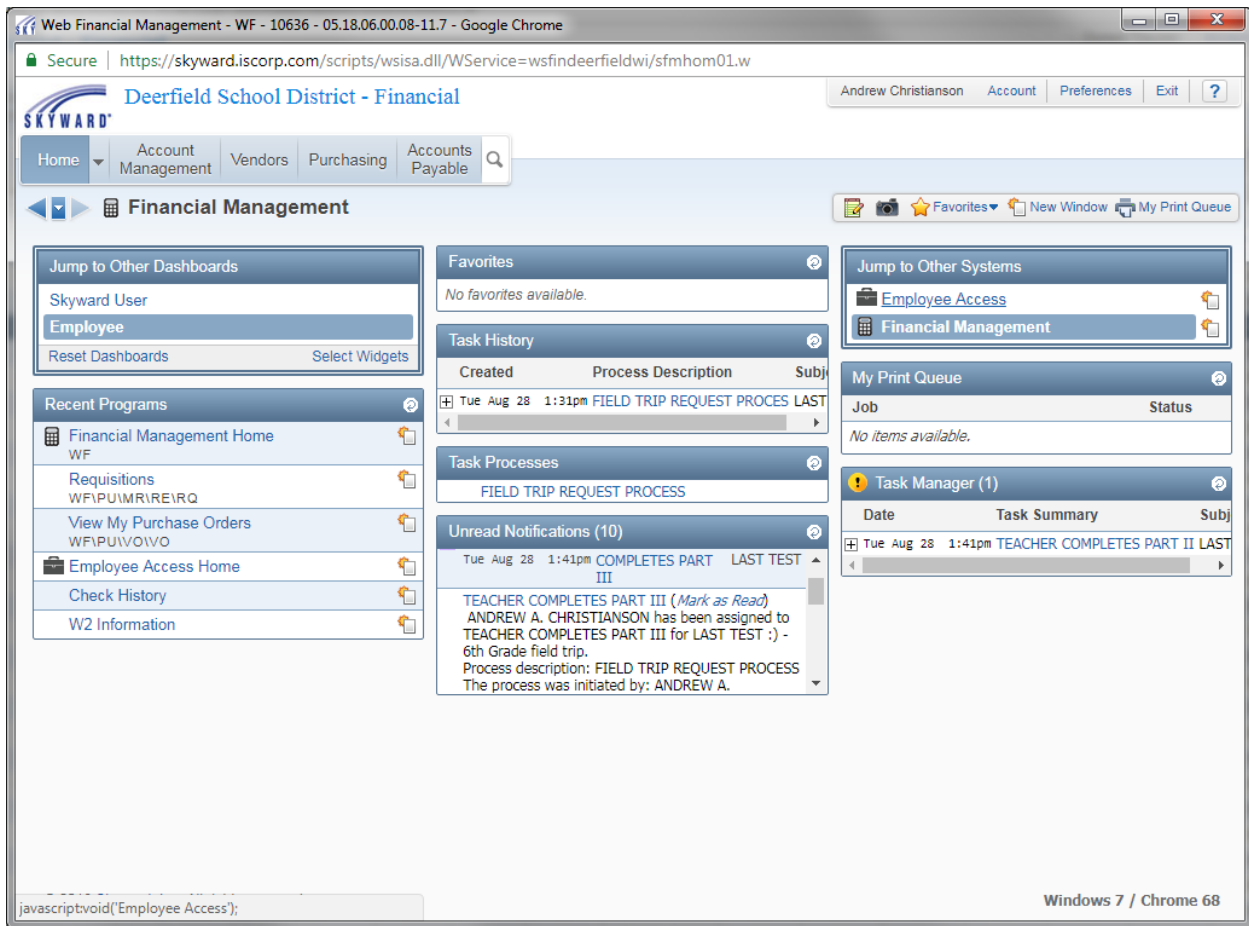
Process History

Save and Finish Later

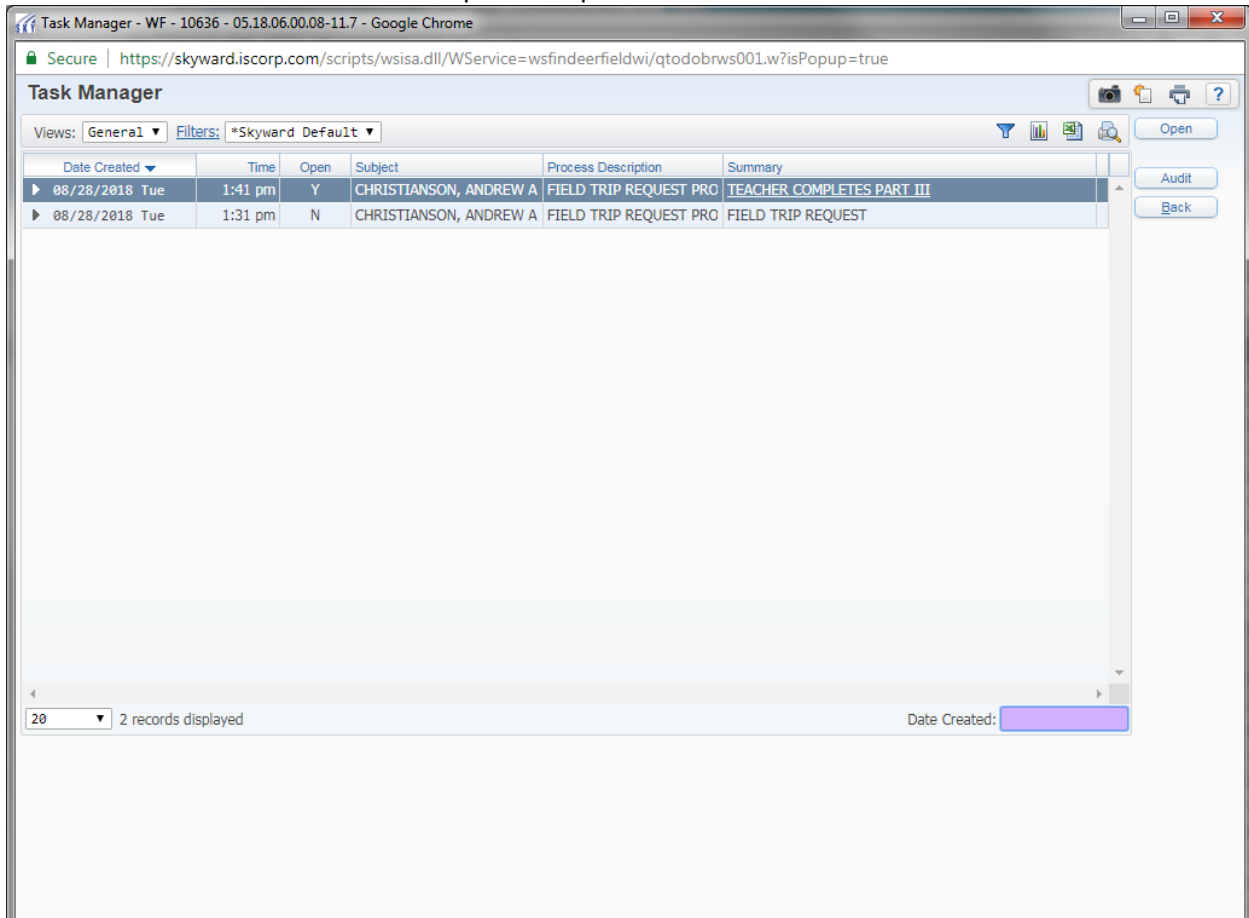
Reassign Task

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.

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=wsfinddeerfieldwi/qwkfwsgntabs000.w?hAsgnId=0x0000000004d8403&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 III

Teacher completes all trip cost information and determines field trip fee to charge.

Are required custom forms/screens completed?

Employee's Name: ANDREW A. CHRISTIANSON

*SCHOOL: DES

*GROUP: 6th Grade

*DATE OF TRIP: 9/15/2018

*DESTINATION: Kalahari

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

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

ADMISSION COST:

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

CHAPERONE COST:

*TRANSPORTATION COST: \$120.00

*TOTAL COST OF TRIP:

*NUMBER OF RIDERS: 60

*TRIP COST PER STUDENT:

TEACHER COMPLETES PART III

- Part III
- Notes
- Attachments
- Choose Next Task

Step 1 of 4

Process History

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).

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=wsfinddeerfieldwi/qwkfwsgntabs000.w?hAsgnId=0x0000000004d8403&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 III

Teacher completes all trip cost information and determines field trip fee to charge.

Are required custom forms/screens completed?

Employee's Name: ANDREW A. CHRISTIANSON

*SCHOOL: DES

*GROUP: 6th Grade

*DATE OF TRIP: 9/15/2018

*DESTINATION: Kalahari

*DEPARTURE TIME FROM SCHOOL: 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)

TEACHER COMPLETES PART III

- Part III
- Notes
- Attachments
- Choose Next Task

Step 1 of 4

Process History

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=wsfinddeerfieldwi/qwkfwsgntabs000.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:

Select the button below to return to a Previous Task:

FIELD TRIP APPROVAL (KAMRATH, MELINDA S.)

SCHOOL OFFICE

FIELD TRIP REQUEST

TEACHER COMPLETES PART III

- Part III
- Notes
- Attachments
- 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=wsfinddeerfieldwi/qwkfwsgntabs000.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 SCHOOL: 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

- Trip Approval
- Notes
- Attachments
- 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.

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

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinddeerfieldwi/qwkfwagntabs000.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 FEE ASSIGNED (BRATTLIE, KATE)

Select the button below to return to a Previous Task:

TEACHER COMPLETES PART III
SCHOOL OFFICE
FIELD TRIP REQUEST

FIELD TRIP APPROVAL

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

Step 4 of 4

Previous

Process History

Save and Finish Later
Reassign Task
Back

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

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

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinddeerfieldwi/qwkfwagntabs000.w?hAsgnId=0x0000000004d8405&isPopup=true

TM Process: FIELD TRIP REQUEST PROCESS

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

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1. Part IV

School office assigns per student field trip fee to Skyward parent portal

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

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

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

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

ADMISSION COST: \$60.00

CHAPERONE COST: \$30.00

*TRANSPORTATION COST: \$120.00

*TOTAL COST OF TRIP: \$210.00

*NUMBER OF RIDERS: 60

*APPROVED BY PRINCIPAL: Yes

*TRIP COST PER STUDENT: \$4.00 (\$3.50)

FIELD TRIP FEE ASSIGNED

FIELD TRIP FEE ASSIGNED

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

Step 1 of 4

Next

Process History

Save and Finish Later
Reassign Task
Back

30. Business office notification is the last step.

The screenshot shows a web browser window with the title "TM Process: FIELD TRIP REQUEST PROCESS - 05.18.06.00.08-11.7 - Google Chrome". The address bar shows a secure connection to "https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinddeerfieldwi/qwkfwagntabs000.w". The page content includes a subject field with "LAST TEST :) - 6th Grade field trip" and a descriptive paragraph about the process. The main heading is "4. Choose Next Task". Below this, there are two columns of buttons. The left column is titled "Select the button below to create the Next Task:" and contains a button labeled "BUSINESS OFFICE NOTIFICATION (TREUDEN, DOREEN M.)". The right column is titled "Select the button below to return to a Previous Task:" and contains four buttons: "FIELD TRIP APPROVAL", "TEACHER COMPLETES PART III", "SCHOOL OFFICE", and "FIELD TRIP REQUEST". On the right side of the page, there is a sidebar titled "FIELD TRIP FEE ASSIGNED" with a list of steps: "1. Part IV", "2. Notes", "3. Attachments", and "4. Choose Next Task" (which is highlighted). At the bottom right, there are navigation buttons: "Previous", "Process History", "Save and Finish Later", "Reassign Task", and "Back". The status "Step 4 of 4" is displayed above the "Previous" button.

The screenshot shows the same web browser window, but the page content has changed to "4. Close Process". The subject field remains "LAST TEST :) - 6th Grade field trip". The main heading is "4. Close Process". Below this, there are two columns of buttons. The left column is titled "This is the final step. Select the button below to close the Process:" and contains a button labeled "Close Process". The right column is titled "Select the button below to return to a Previous Task:" and contains five buttons: "FIELD TRIP FEE ASSIGNED", "FIELD TRIP APPROVAL", "TEACHER COMPLETES PART III", "SCHOOL OFFICE", and "FIELD TRIP REQUEST". On the right side of the page, there is a sidebar titled "BUSINESS OFFICE NOTIFICATION" with a list of steps: "1. General", "2. Notes", "3. Attachments", and "4. Close Process" (which is highlighted). At the bottom right, there are navigation buttons: "Previous", "Process History", "Save and Finish Later", "Reassign Task", and "Back". The status "Step 4 of 4" is displayed above the "Previous" button.

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.

Canceling 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.

The screenshot shows a web browser window with the title "TM Process: FIELD TRIP REQUEST PROCESS - PS - 6157 - 05.18.06.00.08-11.7 - Google Chrome". The URL is "https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwagntabs000.w". The page content includes:

- Subject:** LAST TEST :) - 6th Grade field trip
- Process Description:** 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:
 - Select the button below to return to a Previous Task:
 -
 -
 -
 -
 -

- BUSINESS OFFICE NOTIFICATION**
- 1. General
- 2. Notes
- 3. Attachments
- 4. Close Process
- Step 4 of 4
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- Process History**
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A yellow arrow points to the "FIELD TRIP REQUEST" button.