## 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 <u>eliminate</u> 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. <u>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.</u>

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.



// Dashboard Maintenance - 05.18.06.00.08-11.7 - Google	: Chrome	
Secure   https://skyward.iscorp.com/scripts/ws	sisa.dll/WService=wsfindeerfieldwi/skyportadd.w?isPopup=tru	le
Dashboard Maintenance		📹 靠 📮 ?
Skyward User Employee		
Everyone's Widgets		Save Add Dashboard Rename
Employee Widgets		Selected Dashboard Delete Selected Dashboard Reset Selected Dashboard
Secured User Widgets		All Items Back

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

Employee Access - 05.18.06.00.08-11.7 - Google Chrome		
Secure   https://skyward.iscorp.com/scripts/wsisa.	dll/WService=wsfindeerfieldwi/semhom01.w	
Deerfield School District - Finan	cial	Kate Brattlie Account Preferences Exit ?
Home Employee Time Expense Information Off Reimbursement		
📲 🕨 🚔 Employee Access		📴 📷 🚖 Favorites 🔻 怕 New Window 👘 My Print Queue
Jump to Other Dashboards	Favorites 🥥	Jump to Other Systems
Employee	No favorites available.	💼 Employee Access
Task Manager	District News	Financial Management
Reset Dashboards Select Widgets	No news to display	My Print Queue Ø
Recent Programs 📀	Task History	Job Status
Employee Access Home		No items available.
My Requests	There are no processes initiated by you.	Took Managar (1)
My Status	Task Processes 📀	Task manager (1)
Submit Request	FIELD TRIP REQUEST PROCESS	Date Task Summary Subject
Calendar Year-to-Date	Unread Notifications (14)	+ Mon Aug 27 11:22am SCHOOL OFFICE TEST - 6th
Check History	Date sent Task Summary Subject	
Personal Information	Mon Aug 27 11:22am SCHOOL OFFICE TEST - 6th	
	Thu Aug 23 8:49am FIELD TRIP FINAL 2nd grade	
	Thu Aug 23 8:35am FIELD TRIP FINAL 2nd grade	
	The two op outcom couldour operate and and	
© 2018 Skyward, Inc. All rights reserved.		Windows 7 / Chrome 68

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

3 Web Financial Management - WF - 10636 - 05.18.06.00.08-1	1.7 - Google Chrome	-		- 0 <b>X</b>	
Secure   https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/sfmhom01.w					
Deerfield School District - Finan	cial	Andrew Christia	nson Account Preferences	Exit ?	
SKYWARD Account Vondors Burshaging Act	counts O				
Management Vendors Purchasing Pa	iyable				
🚽 🖬 ⊨ 🖩 Financial Management			Favorites 🔻 竹 New Window 🖷	My Print Queue	
Jump to Other Dashboards	Favorites 🥥	Jump to Ot	her Systems		
Skyward User	No favorites available.	Employ	ee Access	<b>1</b>	
Employee	Task History 🛛 🥹	Financi	ial Management	1	
Reset Dashboards Select Widgets	There are no processes initiated by you.	My Print Qu	eue	0	
Recent Programs 🔗	Task Processes	Job		Status	
Financial Management Home	FIELD TRIP REQUEST PROCESS	No items avai	ilable.		
Requisitions	Unread Notifications (9)	Task Manag	jer	Ø	
View My Purchase Orders	Date sent Task Summary Subject	There are no	tasks currently assigned to you	L	
Employee Access Home	Mon Aug 27 8:36pm Process has been deleted				
Check History	Mon Aug 27 11:24am Process has been deleted				
W2 Information	► Tue Aug 21 2:33pm Process has been deleted ▼				
© 2018 Skyward, Inc. All rights reserved.			Windows 7	Chrome 68	
The TWD Processer LEEL D. TRID RECULEST DROCESS WE 10626 05 19	D6 00 09, 11 7 - Google Chrome				
<ul> <li>Secure   https://skyward.iscorp.com/scripts/wsisa.dll/M</li> </ul>	/Service=wsfindeerfieldwi/gwkfwasgntabs000.w?isPopup=	true			
TM Process: FIELD TRIP REQUEST PROCES	S S		📷 🕤 🖶 🗇	2	
	This process will be used to request app cost of transportation; calculate field trip	roval for field trips cost to parent; as	; order buses for field trip; calcul ssign field trip fee to parent in	ate	
	Skyward family access. Teachers will ini multiple trips on the same request.	tiate this process fo	or EACH field trip. Do not put		
1. Enter Subject			FIELD TRIP		
Please complete the trip information.			REQUEST		
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 - 0	Google Chrome					
Secure   https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w						
TM Process: FIELD TRIP REQUEST PROCESS	TM Process: FIELD TRIP REQUEST PROCESS					
Subject: LAST TEST :) - 6th Grade field trip	This process will be used to request approval for field trip cost of transportation; calculate field trip cost to parent; Skyward family access. Teachers will initiate this process multiple trips on the same request.	is; order buses for field trip; calculate assign field trip fee to parent in for EACH field trip. Do not put				
2. Part I		FIELD TRIP				
Teacher enters field trip information		<u>REQUEST</u>				
	Are required custom forms/screens completed?	1. Enter Subject				
Employee's Name: ANDREW A. CHRISTIANSON	Skip	2. Part I				
*SCHOOL: DES V		3. Notes				
*GROUP: 6th Grade		4. Attachments				
*DATE OF TRIP: 9/15/2018 *DESTINATION: Kalabari		5. Choose Next Task				
*DEPARTURE TIME FROM SCHOO: 815 a.m.						
*RETURN TIME TO SCHOOL: 2:30 p.m.						
*NUMBER OF RIDERS: 60						
We also need transportation at noon from the COMMENTS/SPECIAL INSTRUCT:						
		Step 2 of 5				
		Next				
		Process History				
		Save and Finish Later				
		Keassign Task				

5. Complete all fields that start with \* (required). Also add special instructions if applicable.

TM Process: FIELD TRIP REQUEST PROCESS - WF - 10636 - 05.18.06.00.08-11.7 - G	oogle Chrome				
Secure   https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfin	deerfieldwi/qwkfwasgntabs000.w				
TM Process: FIELD TRIP REQUEST PROCESS			📷 靠 📮 📍		
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. Do no parent in Skyward family access. Teachers will initiate this process for EACH field trip. Do no put multiple trips on the same request.					
3. Notes			FIELD TRIP REQUEST		
		Add View	1. Enter Subject		
There are no records to display: check your filter settings.		Delete	2. Part I		
······			3. Notes		
			4. Attachments		
			Our bais		
			Step 3 of 5		
			Process History		
	-		Save and Finish Later		
< 0 records displayed	>		Reassign Task		

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

TM Process: FIELD TRIP REQ	UEST PROCESS - WF - 10636	6 - 05.18.06.00.08-11.7 - Goog	le Chrome			
Secure   https://skywa	Secure   https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w					
TM Process: FIELD	TM Process: FIELD TRIP REQUEST PROCESS					
Subject: [LAST TEST :) - 6th	Subject: LAST TEST :) - 6th Grade field trip This process will be used to request approval for field t cost of transportation; calculate field trip cost to parent Skyward family access. Teachers will initiate this proces multiple trips on the same request.					
4. Attachments				<u></u> dd	FIELD TRIP REQUEST	
Description 🔺	Step	Inputted File	Date Modified	Edit	2. Part I	
There are no records to displ	lay; check your filter settings	7.		Delete	3. Notes	
					4. Attachments	
				•	5. Choose Next Task	
O records displayed				•	Step 4 of 5	
o records displayed					Process History	
					Save and Finish Later Reassign Task	

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."

TM Process: FIELD TRIP REQUEST PROCESS - WF - 10636 - 05.18.06.00.08-11.7 - Go	oogle Chrome	
Secure   https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfine	deerfieldwi/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 t cost of transportation; calculate field trip cost to parent Skyward family access. Teachers will initiate this proce multiple trips on the same request.	trips; order buses for field trip; calculat t; assign field trip fee to parent in ss for EACH field trip. Do not put
5. Choose Next Task		FIELD TRIP
Select the Next Task		REQUEST
Select the button below to create the Next Task:		1. Enter Subject
		2. Part I
		3. Notes
		4. Attachments
		5. Choose Next Task
		Step 5 of 5 Previous Process History Save and Finish Later Reassign Task

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.



12. Office person clicks on the yellow exclamation mark.

🚮 Та	isk Manager - 05.	18.06.00.08-11.7 -	Google Cl	nrome							x
â S	ecure   https:/	/skyward.iscorp	.com/scr	ipts/wsisa.dll/WService=w	sfindeerfieldwi/qtodobrv	vs001.w?isPopup=true					
Tas	sk Manager								6	<b>1</b> –	?
Vie	ws: General 🔻	Filters: *Skywar	rd Defaul	lt 🔻			T	ш 🖲	) 💩	Open	
	Date Created 🗸	Time	Open	Subject	Process Description	Summary				Audit	
	08/28/2018 Tue	1:36 pm	Y	CHRISTIANSON, ANDREW A	FIELD TRIP REQUEST PRO	SCHOOL OFFICE			<b>^</b>	Back	$\leq$
											_
									-		
+	T I recer	da diaplawad					Data Created		•		
20	• I recor	us displayed					Date Created:				

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

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=0x000000000	04d8402&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 tr cost of transportation; calculate field trip cost to parent; Skyward family access. Teachers will initiate this process multiple trips on the same request.	ips; order buses for field trip; calculate assign field trip fee to parent in s for EACH field trip. Do not put				
1. Part II	SCHOOL OFFICE				
School office enters information from the bus company	1. Part II				
Are required custom forms/screens completed?	2. Notes				
Employee's Name: ANDREW A. CHRISTIANSON Skip	3. Attachments				
*SCHOOL: DES T	4. Choose Next Task				
*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					
We also need transportation at noon from the COMMENTS/SPECIAL INSTRUCT:					
*TRANSPORTATION COST:					
	Step 1 of 4				
	Next				
	Process History				
	Save and Finish Later				
	Reassign Task				

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=wsfindeerfieldwi/qwkfwasgntabs000.w?hAsgnId=0x0000000004d8402&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 trip cost of transportation; calculate field trip cost to parent;           Skyward family access.         Skyward family access.         This process will be used to request approval for field trip cost to parent;	ps; order buses for field trip; calculate assign field trip fee to parent in for EACH field trip. Do not put				
1. Part II	SCHOOL OFFICE				
School office enters information from the bus company	1. Part II				
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 (8:15 a.m. SCHOOL: SCHOOL: 2:30 p.m. *NUMBER OF RIDERS: 60 We also need transportation at noon from the COMMENTS/SPECIAL Kalahari to McDonald's and back to the Kalahari. INSTRUCT: *TRANSPORTATION \$120.00	<ol> <li>Notes</li> <li>Attachments</li> <li>Choose Next Task</li> </ol>				
	Step 1 of 4 <u>Next</u> Process History Save and Finish Later Reassign Task <u>B</u> ack				

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

l

TM Process: FIELD TRIP REQUEST PROCESS - 05.18.06.00.08-11.7 - Google C	hrome		
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 fi calculate cost of transportation; calculate field trip parent in Skyward family access. Teachers will init put multiple trips on the same request.	eld trips; on cost to pare ate this pro	der buses for field trip; ent; assign field trip fee to cess for EACH field trip. Do not
2. Notes		SC	HOOL OFFICE
	Add	1.	Part II
	View	v 2.	Notes
There are no records to display; check your filter settings,	Dele	te 3.	Attachments
		٦.	CINUSE NEXT TASK
		Step	2 of 4
			evious <u>N</u> ext
		Proc	ess History
	<b>.</b>		Save and Finish Later Reassign Task
0 records displayed	>		Back

17. 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 - Go	ogle Chrome	
Secure   https://skyward.iscorp.com/scripts/wsisa.dll/WSer	vice=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 cost of transportation; calculate field trip cost to pare Skyward family access. Teachers will initiate this proc multiple trips on the same request.	trips; order buses for field trip; calculate t; assign field trip fee to parent in ess for EACH field trip. Do not put
3. Attachments		SCHOOL OFFICE
	Add	1. Part II
Description 🔺 Step In	outted File Date Modified Edit	2. Notes
There are no records to display; check your filter settings.		4. Choose Next Task 4. Choose Next Task 5. Step 3 of 4 Previous Next Process History Superior
		Save and Finish Later Reassign Task Back
18. Click "next."		
TM Process: FIELD TRIP REQUEST PROCESS - 05.18.06.00.08-11.7 - Go	ogle Chrome	
Secure   https://skyward.iscorp.com/scripts/wsisa.dll/WSer	vice=wsfindeerfieldwi/qwkfwasgntabs000.w	
TM Process: FIELD TRIP REQUEST PROCESS	This areas will be used by any set of the field	
Subject: LAST TEST :) - 6th Grade field trip	cost of transportation; calculate field trip cost to pare Skyward family access. Teachers will initiate this proc public tring of the appre securet	nt; assign field trip fee to parent in ess for EACH field trip. Do not put
4. Choose Next Task	multiple tilps on the same request.	SCHOOL OFFICE
Select the Next Task or return to a Previous Task		1 Part II
Select the button below to create the Next Task:	Select the button below to return to a Previous Task:	2 Notes
TEACHER COMPLETES PART III	FIELD TRIP REQUEST	3. Attachments
(CHRISTIANSON, ANDREW A.)		4. Choose Next Task
		Step 4 of 4 Previous Process History Save and Finish Later
		Reassign Task

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.

11 Web Financial Management - WF - 10636 - 05.18.06.00.08-11.7 - Google Chrome				
Secure https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/sfmhom01.w				
Deerfield School District - Finand	cial Andrew Christianson Account Preferences Exit			
Home Vendors Purchasing Acc Management Vendors Purchasing Par	counts Q			
📲 🕨 🖩 Financial Management	📴 📷 😭 Favorites 🛡 🖺 New Window 🧮 My Print Qu			
Jump to Other Dashboards	Favorites Ø Jump to Other Systems			
Skyward User	No favorites available.			
Employee	Task History 🔊 🗎 Financial Management			
Reset Dashboards Select Widgets	Created Process Description Subj My Print Queue			
Recent Programs 🥥	Tue Aug 28 1:31pm FIELD TRIP REQUEST PROCES LAST Job Status			
Financial Management Home	No items available.			
Requisitions	FIELD TRIP REQUEST PROCESS			
View My Purchase Orders	Unread Notifications (10)			
Employee Access Home	Tue Aug 28 1:41pm COMPLETES PART LAST TEST			
Check History	TEACHER COMPLETES PART III (Mark as Read)			
W2 Information	ANDREW A. CHRISTIANSON has been assigned to TEACHER COMPLETES PART III for LAST TEST :) -			
	Windows 7 / Chrome 6			
javascript:void('Employee Access');				
20. Teacher clicks on exclamation	on point to open task list.			
Task Manager - WF - 10636 - 05.18.06.00.08-11.7 - Google C	Chrome			
Secure   https://skyward.iscorp.com/scripts/wsisa.c	dll/WService=wsfindeerfieldwi/qtodobrws001.w?isPopup=true			
Task Manager				
Views: General V Filters: *Skyward Default V	T 🔝 🍇 Open			
Date Created  Time Open Subject	Process Description Summary Audit			
08/28/2018 Tue     1:41 pm     Y     CHRISTIAN     08/28/2018 Tue     1:21 pm     N     CHRISTIAN	ISON, ANDREW A FIELD TRIP REQUEST PRO TEACHER COMPLETES PART III			

Date Cre	eated 🔻	Time	Open	Subject	Process Description	Summary			Audit
Ø8/28/2	018 Tue	1:41 pm	Y	CHRISTIANSON, ANDREW A	FIELD TRIP REQUEST PRO	TEACHER COMPLETES PAR	RT III	<b>^</b>	Audit
▶ 08/28/2	018 Tue	1:31 pm	N	CHRISTIANSON, ANDREW A	FIELD TRIP REQUEST PRO	FIELD TRIP REQUEST			Back
								-	
4								•	
20 🔻	2 records dis	splayed					Date Created:		
21 1	101:00 1					المعالمة الأنبية مامه			a ta ali

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=wsfindeerfieldwi/qwkfwasgntabs000.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 tri cost of transportation; calculate field trip cost to parent; Skyward family access. Teachers will initiate this process multiple trips on the same request.	ips; order buses for field trip; calculate ; assign field trip fee to parent in s for EACH field trip. Do not put				
1. Part III	TEACHER				
Teacher completes all trip cost information and determines field trip fee to charge.	COMPLETES PART				
Are required custom forms/screens completed?	III				
Employee's Name: ANDREW A. CHRISTIANSON Skip	1. Part III				
*SCHOOL: DES	2. Notes				
*GROUP: 6th Grade	3. Attachments				
*DATE OF TRIP: 9/15/2018	4. Choose Next Task				
*DESTINATION: Kalahari					
*DEPARTORE TIME FROM SCHOO: [8:15 a.m.					
*RETURN TIME TO SCHOOL: [2:30 p.m.					
ADMISSION COST:					
We also need transportation at noon from the COMMENTS/SPECIAL INSTRUCT:					
CHAPERONE COST:					
*TRANSPORTATION COST: \$120.00					
*TOTAL COST OF TRIP:					
*NUMBER OF RIDERS: 60	Step 1 of 4				
*TRIP COST PER STUDENT:	<u>N</u> ext				
	Process History				
	Save and Finish Later				
	Reassign Task				
	Back				

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=wsfindeerfieldwi/qwkfwasgntabs000.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 tri           Subject:         LAST TEST :) - 6th Grade field trip         State of transportation; calculate field trip cost to parent;           Skyward family access.         Theachers will initiate this process multiple trips on the same request.	ips; order buses for field trip; calculate assign field trip fee to parent in s for EACH field trip. Do not put			
1. Part III	TEACHER			
Teacher completes all trip cost information and determines field trip fee to charge.	COMPLETES PART			
Are required custom forms/screens completed?	III			
Employee's Name: ANDREW A. CHRISTIANSON Skip	1. Part III			
*SCHOOL; DES	2. Notes			
*GROUP: 6th Grade	3. Attachments			
*DATE OF TRIP: 9/15/2018	4. Choose Next Task			
*DESTINATION: Kalahari				
SCHOO: 8:15 a.m.				
*RETURN TIME TO SCHOOL: [2:30 p.m.				
ADMISSION COST: \$60.00				
We also need transportation at noon from the COMMENTS/SPECIAL Kalahari to McDonald's and back to the Kalahari. INSTRUCT:				
CHAPERONE COST: \$30.00				
*TRANSPORTATION COST: \$120.00				
*TOTAL COST OF TRIP: \$210.00				
*NUMBER OF RIDERS: 60	Sten 1 of 4			
*TRIP COST PER STUDENT: <b>\$4.00 (\$3.50)</b>	<u>N</u> ext			
	Process History			
	Save and Finish Later			
	Reassign Task			
	Back			

- 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."

TM Process: FIELD TRIP REQUEST PROCESS	WF - 10636 - 05.18.06.00.			lick	
A Secure https://skaward.iscorp.com/		08-11.7 - Google Chror	me		
<ul> <li>Secure   https://skywaru.iscorp.com/</li> </ul>	/scripts/wsisa.dll/WServ	ice=wsfindeerfieldw	vi/qwkfwasgntabs000.w		
TM Process: FIELD TRIP REQU	JEST PROCESS				📷 🕤 📅 ?
Subject: LAST TEST :) - 6th Grade field trip		] Ti cc Si rr	his process will be used to request approval for field trip ost of transportation; calculate field trip cost to parent; kyward family access. Teachers will initiate this process ultiple trips on the same request.	ps; ord assign for E/	der buses for field trip; calculate field trip fee to parent in ACH field trip. Do not put
4. Choose Next Task				TE	ACHER
Select the Next Task or return to a Previous T	ask			<u>CO</u>	MPLETES PART
Select the button below to create the N	lext Task:	Select the button b	pelow to return to a Previous Task:	<u>II</u> ]	<u>[</u>
		с сно	OL OFFICE	1.	Part III
(KAMRATH, MELINDA S.)		FIELD TR	RIP REQUEST	2.	Notes
				3.	Attachments
				4.	Choose Next Task
26. Click "FIELD TRIP A TM Process: FIELD TRIP REQUEST PROCESS Secure https://skyward.iscorp.com/ TM Process: FIELD TRIP REC Subject: LAST TEST :) - 6th Grade field	PPROVAL." Pri - 05.18.06.00.08-11.7 - Goo /scripts/wsisa.dll/WServ QUEST PROCESS trip	incipal will gr gle Chrome rice=wsfindeerfieldw	et an email and sign in to com	Step Pro	0 4 of 4 revious ccess History Save and Finish Later Reassign Task Back te the next task.
		tr	'his process will be used to request approval for rip; calculate cost of transportation; calculate fie	field eld tri	trips; order buses for field p cost to parent; assign
		tr fi	This process will be used to request approval for rip; calculate cost of transportation; calculate fie eld trip fee to parent in Skyward family access. or EACH field trin. Do not nut multiple trins on the	field eld tri Teac	trips; order buses for field p cost to parent; assign hers will initiate this process me request
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- 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 - Goo	gle Chrome	
Secure   https://skyward.iscorp.com/scripts/wsisa.dll/WServ	ice=wsfindeerfieldwi/qwkfwasgntabs000.w	
TM Process: FIELD TRIP REQUEST PROCESS	5	📷 🖕 🖶 ?
Subject: LAST TEST :) - 6th Grade field trip	This process will be used to request approval for trip; calculate cost of transportation; calculate fi field trip fee to parent in Skyward family access. for EACH field trip. Do not put multiple trips on t	field trips; order buses for field eld trip cost to parent; assign Teachers will initiate this process he same request.
4. Choose Next Task		FIELD TRIP
Select the Next Task or return to a Previous Task		APPROVAL
	Select the button below to return to a Previous Task:	1. Trip Approval
Select the button below to create the Next Task:	TEACHER COMPLETES PART III	2. Notes
FIELD TRIP FEE ASSIGNED (BRATTLIE, KATE)	SCHOOL OFFICE	3. Attachments
	FIELD TRIP REQUEST	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.

Secure https://skyward.iscorp.com/scripts/wsiaa.dll/WService=wsfindeerfieldwi/qwkfwasgntabs000.w?hAsgnld=0x000000000484058kisPopup=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, calculate to styward family access. Treachers will initiate this process for EACH field trip. calculate to styward family access. Treachers will initiate this process for EACH field trip. Coll Date of transportation, calculate field trip. Coll Date of transportation, calculate field trip field trips. Coll Date of transportation and family access. Treachers will initiate this process for EACH field trip. Coll Date of transportation and family access. Treachers will initiate this process for EACH field trip. Coll Date of transportation and family access. Treachers will initiate this process for EACH field trip. Coll Date of transportation and family access. Treachers will initiate this process for EACH field trip. Coll Date of transportation and transportation and process. Treachers will initiate this process field trip.   1. Part IV   School office assigne per student field trip fee to Skyward parent portal	TM Process: FIELD TRIP REQUEST PROCESS - 05.18.06.00.08-11.7 - Google Chrome					
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Employee's Name:       ANDREW A, CHRISTIANSON       Skip       2. Notes         "SCHOOL:       DES       Image: School:       Schol:	Are required custom forms/screens completed?	1. Part IV				
"SCHOOL:       DES       3. Attachments         "DATE OF TRIP:       9/15/2018       4. Choose Next Task         "ROUP:       6th Grade       4. Choose Next Task         "DESTINATION:       Kalahari       5. School:         "SCHOOL:       2:30 p.m.       5. School:         "DEPARTURE TIME FROM       6:15 a.m.       5. School:         SCHOOL:       2:30 p.m.       5. School:         "DEPARTURE TIME FROM       6:15 a.m.       5. School:         COMMENTS/SPECIAL       We also need transportation at noon from the Kalahari.       5. School:         INSTRUCT:       We also need transportation at noon from the Kalahari.       5. School:         ADMISSION COST:       \$60.00       5. School:       5. School:         "TTANAPORTATION       \$120.00       5. School:       5. School:         "TOTAL COST OF TRIP:       \$210.00       5. NUMBER OF RIDERS:       6. Next         "NUMBER OF RIDERS:       66.       Next       Next         "TRIP COST PER       \$4.00 (\$3.50)       Process History       Next         "TRIP COST PER       \$4.00 (\$3.50)       School:       School:       School:         "TRIP COST PER       \$4.00 (\$3.50)       School:       School:       School:       School:	Employee's Name: ANDREW A. CHRISTIANSON Skip	2. Notes				
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	I FIELD TRIP FEE ASSIGNED	Save and Finish Later				
Reassign Task		Reassign Task				
Back		Back				

# 30. Business office notification is the last step.

TM Process: FIELD TRIP REQUEST PROCESS - 05.18.06.00.08-11.7 - 0	Google Chrome					
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	Select the button below to return to a Previous Task:	1. Part IV				
Select the button below to create the Next Task:	FIELD TRIP APPROVAL	2. Notes				
BUSINESS OFFICE NOTIFICATION	TEACHER COMPLETES PART III	3. Attachments				
(TREUDEN, DOREEN M.)	SCHOOL OFFICE	4. Choose Next Task				
	FIELD TRIP REQUEST					
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		Save and Finish Later				
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31. Business office closes the process.

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

🔐 Web Financial Management - WF - 10636 - 05.18.06.00.08-11.7 - Google Chrome					
Secure   https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindeerfieldwi/sfmhom01.w					
Deerfield School District - Financial					
Home Vendors Purchasing Acc Management Vendors Purchasing Pa	counts Q				
◀ 🖬 🖌 🖩 Financial Management		📴 📷 🚖 Favorites 🕶 🕆 New Window 🖶 My Print Queue			
Jump to Other Dashboards	Favorites 🥥	Jump to Other Systems			
Skyward User	No favorites available.	Employee Access			
Employee	Task History	🗑 Financial Management			
Reset Dashboards Select Widgets	Created Process Description Subj	My Print Queue			
Recent Programs 🔗	Tue Aug 28 1:31pm FIELD TRIP REQUEST PROCES LAST	Job Status			
Financial Management Home	All tasks have been completed for this process.	No items available.			
Requisitions	Task Processes 🥥	Task Manager 🔗			
View My Purchase Orders	FIELD TRIP REQUEST PROCESS	There are no tasks currently assigned to you.			
Employee Access Home	Unread Notifications (9)				
Check History	Date sent lask summary subject				
W2 Information	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 ▼				
© 2018 Skyward, Inc. All rights reserved.		Windows 7 / Chrome 68			

# **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.

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 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		BUSINESS OFFICE			
Select the Next Task or return to a Previous Task		<b>NOTIFICATION</b>			
	Colort the bottom below to water to a Device Table	1. General			
	Elel D TRID EEE ASSIGNED	2. Notes			
This is the final step. Select the button below to close the Process:	FIELD TRIP APPROVAL	3. Attachments			
Close Process	TEACHER COMPLETES PART III	4. Close Process			
	SCHOOL OFFICE				
	FIELD TRIP REQUEST				
,					
		Step 4 of 4			
		Previous			
		Process History			
		Save and Finish Later			
		Reassign Task			
		Back			