Field Trip & Transportation Request Quick Steps

1. Go to fieldtrips.dallasisd.org
2. Select Student Activities from the drop-down menu
3. Enter your Employee ID
4. Select your school from the drop-down menu
5. Choose Type of Field Trip
   - Select **In-County** for all In-District academic competitions/events (Approval Route: Principal ➔ Student Activities)
   - Select **Out-of-County, Overnight** or **Out-of-State** for all overnight stays or trips outside of Dallas County (Approval Route: Principal ➔ Student Activities ➔ School Leadership)
6. Select Destination*
   - If the destination is not in the drop-down menu, then go to Step 10 and type it under Destination Information.
7. Select the transportation type
   - All **In-District** transportation provided by Dallas ISD Transportation Department.
8. In Special Needs Request, add information regarding where to be picked up, if you need a lift bus, or specific information that will ensure your pick up runs smoothly.
9. Under Group Traveling
   - Select event from the drop-down menu
   - Enter the number of students, coaches and chaperones in the appropriate fields
   - Type the grades of student participants
10. Complete Destination Information
    - Type the Destination Information
        - The physical address of the academic competition/event will need to be typed in, if your destination was not in the drop-down list in Step 6.*
    - Select your Departure Date
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1. Choose the Departure Time
   • This is the time you want to depart from your school
2. Choose the Return Time
   • This is the time you plan to leave the event to return to your school
3. Complete Academic Coach Information
   • Type the coach’s name with current contact number
4. Overnight Accommodations Field
   • Student Activities Department will provide this information.
5. Calendar of Events (A list of all pre-approved activities for this program)
   • Select the date of the competition or event name
   • Type the competition/activity name under event
     • Examples: District Academic Decathlon or Debate Workshop 1
   • Enter the start time of the competition/activity
   • Repeat above for remaining competitions and activities
     • Examples: Region Academic Decathlon or Debate Tournament 1
6. Attach Files
   • Upload the following forms:
     • List of Students & Emergency Contact Numbers
     • Agenda (See Student Activities Handbook Appendix for Agendas)
     • Parent Permission (Submit only one example of the document that was sent home to parents)
     • Consent & Release of Liability (Photo Release Form)
     • Chaperone Statement Acknowledging Responsibilities & Duties
     • Security Monitoring Plan (For Out-of-County/Overnight Field Trips Only)
7. Click Submit
8. Keep the confirmation e-mail to locate your Field Trip Proposal Number
9. An official notice of transportation will be sent from Student Activities after your Principal approves the request.
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18. Follow District and campus field trip policy regarding student monitoring, volunteers, cash advancements, receipts, tips, sales tax, and agendas.

- FMG (Local, Regulation & Exhibit): Student Activities
  - Travel
- DEE (Local & Regulation) Compensation & Benefits
  - Expense Reimbursement