

FIELD TRIP (SKYWARD) INSTRUCTIONS (rev. 12.19)

PRINCIPAL

1. Principal will receive an email that a teacher has submitted a Field Trip request for your approval.

Example email:

FIELD TRIP: ZOO ^{Teacher Name} (DIANE MARIE AUSTIN) Inbox x

Skyward@mcpasd.k12.wi.us
to DAustin

A teacher is requesting this field trip. You need to approve or deny ASAP.

INSTRUCTIONS FOR YOU:
Go to Skyward > Task Manager > click on this field trip from that list. Follow the on screen instructions.

Details are:
Teacher:
Other staff: JOHN DOE
Destination: ZOO
Reason: FUN
Classrooms: 1ST GRADE
attending: 50
Note:
Other details:
Date 1: 12/12/19
Date 2: <zFIELD TRIP REQUEST FORM.Date_of_Field_Trip_2:.CF>
Date 3: <zFIELD TRIP REQUEST FORM.Date_of_Field_Trip_3:.CF>
Date 4: <zFIELD TRIP REQUEST FORM.Date_of_Field_Trip_4:.CF>
Date 5: <zFIELD TRIP REQUEST FORM.Date_of_Field_Trip_5:.CF>
Date 6: <zFIELD TRIP REQUEST FORM.Date_of_Field_Trip_6:.CF>

Date notes:

Time leaving: 9
Time returning: 2

If block schedule:
Block time start:
Block time end:

2. Per the instructions in the email, please read the instructions in the gray bar area for instructions.

skyward.mcpasd.k12.wi.us/scripts/wsisa.dll/WService=wsFin/qwkwfwasgntabs000.w?hAsgnId=0x00000000426c60a&isPopup=true

TM Process: FIELD TRIP REQUEST FORM

Employee: AUSTIDIA000 | AUSTIN, DIANE MARIE

1. General

Principal to approve or deny this field trip request. Click 'Open' below to view request form. View the form, and when back at this screen, click 'Next' in bottom right.

Custom Forms

Custom Profile	FIELD TRIP REQUEST FORM	FIELD TRIP REQUEST FORM	Open

PRINC: Appr or Deny FT Rqst

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 1 of 4

Next

Process History

Save and Finish Later
Reassign Task
Back

3. Move through the form by clicking 'Next' to view NOTES, ATTACHMENTS (roster), until you arrive at last screen of 'Choose Next Task'.

TM Process: FIELD TRIP REQUEST (NEV) Skycoder Capture Screen Release Notes New Window My Print Queue Help Men

Employee: AUSTIDIA000 AUSTIN, DIANE MARIE

1. General

Principal to approve or deny this field trip request. Click 'Open' below to view request form. View the form, and when back at this screen, click 'Next' in bottom right.

Custom Forms

Custom Profile	zFIELD TRIP REQUEST FORM	zFIELD TRIP REQUEST FORM	<input type="button" value="Open"/>
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PRINC: Appr or Deny FT Rqst

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 1 of 4

Process History

4. Approve (and send to School Nurse), or DENY
 - Deny if no roster is attached, the request is missing important details about the trip (ex: times gone, staff names attending, etc.), not two weeks (10 school days) out, not relevant to the curriculum, etc.*
 - To DENY – Click on 'DENY...'
 - To APPROVE –
 - Click 'Select assignees for APPROVE & SEND TO NURSE (NURSES)'
 - Find NURSE'S name, click so check appears by name
 - Click "APPROVE & SEND TO

NURSE'

TM Process: FIELD TRIP REQUEST (NEV) Skycoder Capture Screen Release Notes New Window My Print Queue Help Me

Employee: AUSTIDIA000 AUSTIN, DIANE MARIE

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:

i. Select assignees for APPROVE & SEND TO NURSE (NURSES)

ii. BAILEY, SHANNON K

PRINC: Appr or Deny FT Rqst

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 4 of 4

Process History

Diane Austin will be monitoring the timeliness of the forms. If you have questions or need assistance, please contact her at 608-829-9041 or daustin@mcpasd.k12.wi.us.