

FIELD TRIP (SKYWARD) INSTRUCTIONS (rev. 12.19)

SCHOOL NURSE

1. SCHOOL NURSE will receive an email that a teacher has submitted a Field Trip request and it has been approved by the principal. You are receiving it 'for your information' and will send it on to the Bldg AA.

Example email:

Field Trip Approved - NURSE - destination: ZOO Inbox x

Skyward@mcpasd.k12.wi.us

to DAustin

To: School Nurse

You are being notified of an approved Field Trip (and hopefully a roster can now be found in Skyward).

Go to Skyward > Task Manager (not Task Processes!) > and open this task and following the on-screen directions.

Details of this field trip are:

Date: Date: 12/12/19

Multiple Dates (if any):

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>

Primary Staff Contact: DIANE MARIE AUSTIN

Classrooms attending: 1ST GRADE

Destination: ZOO

Time Leaving: 9

Returning: 2

Approx. # attending: 50

FYI of FS needs: Y

Sack lunch: Y

Other:

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

TM Process: FIELD TRIP REQUEST (NEW 12.19)

Employee: AUSTIDIA000 AUSTIN, DIANE MARIE

1. General

You are being notified that this field trip has been approved by the bldg Principal. Click 'Open' below to view trip details. When back at this screen, click 'Next' in bottom right. If a roster has been attached, you will see it on 3. Attachments.

Custom Profile	zFIELD TRIP REQUEST FORM	zFIELD TRIP REQUEST FORM	Open

Step 1 of 4

Next

APPROVE & SEND TO NURSE

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

Process History

Save and Finish Later

Reassign Task

****SUGGESTION**** Print the details of this trip for your records. (Ctl-P once you 'Open' the form)

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

****SUGGESTION**** Print the roster for your records at this time.

4. Move task on to Building Administrative Assistant
 - i. Click 'Select assignees for SEND APPROVAL TO YOUR BLDG AA (BLDG AA):'
 - ii. Find BLD AA'S name, click so check appears by name
 - iii. Click 'SEND APPROVAL TO YOUR BLDG AA (BLDG AA)'

Note: An email is being sent to the building's Health Assistant.

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.