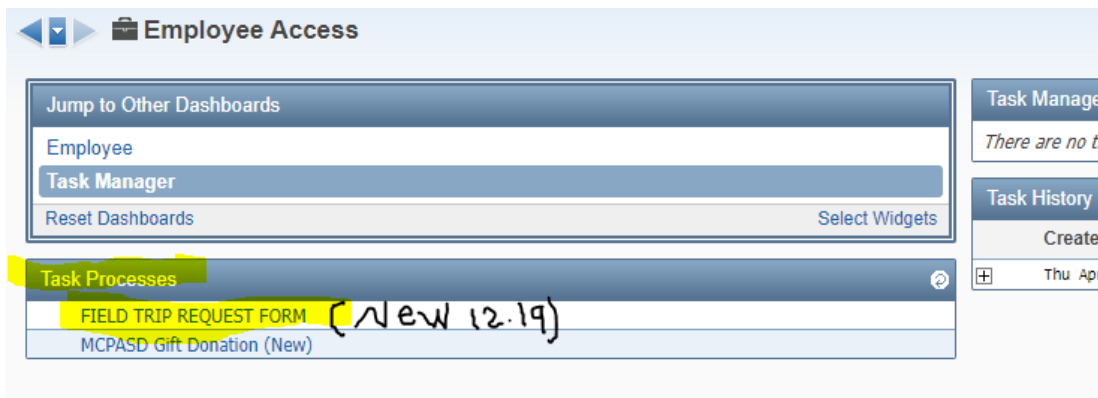


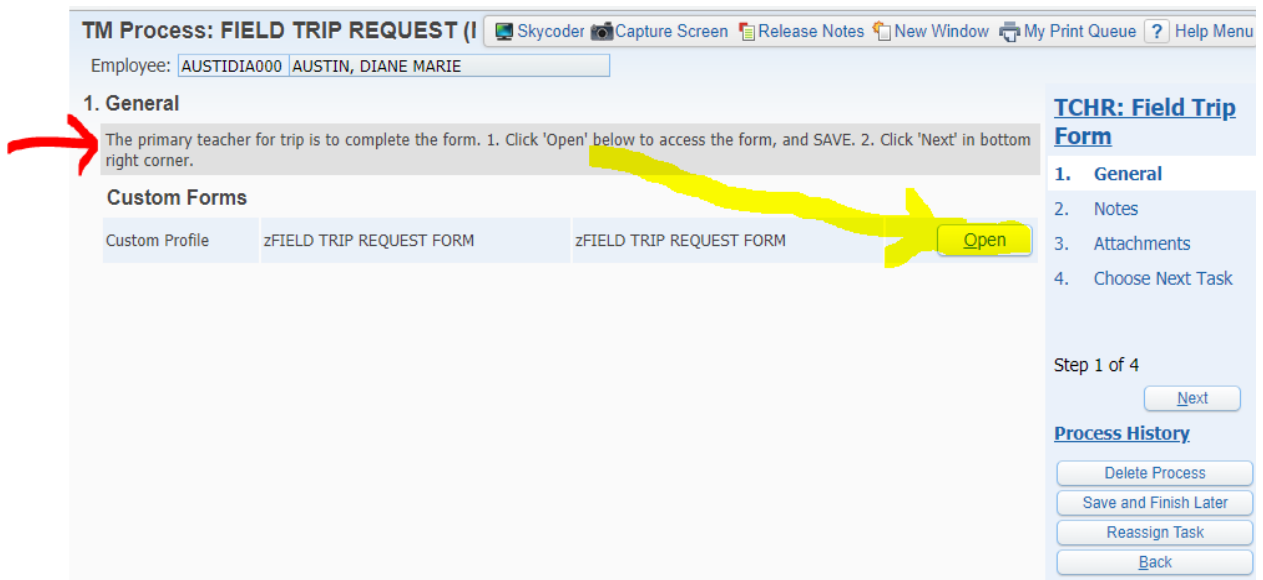
FIELD TRIP (SKYWARD) INSTRUCTIONS (rev. 12.19)
TEACHER

Use this process for any school field trips where you are taking students off campus during the school day, after school, on weekends, for overnight trips, or recurring class field trips. This should NOT be used for extracurricular club/sporting events.

1. Click on **FIELD TRIP REQUEST FORM** from **Task Processes** widget box.
(If you do not see this widget box on your dashboard, see last page for 'initial setup' instructions.)



2. You will be taken through six (6) screens:
 - a. First screen: Please read the instructions in the gray bar area for instructions.



- b. Second screen: Complete the fields on the form and **Save**.
(also notice the instructions at the bottom)

FIELD TRIP REQUEST FORM ****Request must be submitted 3 WEEKS prior to date of field trip (or see your Principal).****

* Date of Field Trip 1:: Date of Field Trip 2:: **Same trip but multiple dates (ex: MHS Pool), enter all dates here. If more than six dates, enter it in Field Trip Destination box below.**

Date of Field Trip 3:: Date of Field Trip 4::

Date of Field Trip 5:: Date of Field Trip 6::

PRIMARY STAFF CONTACT Employee's Name:

Teacher/Coach/Advisor:

Classrooms Attending:

IF H.S., STATE CLASS TITLE(S) AND BLOCK (in "classrooms attending" box above).

Field Trip Destination:

Reason for field trip:

Maximum characters: 100, Remaining characters: 100

TIMES: Time Leaving: AM/PM: Time Returning: AM/PM:

H.S. Block Time (Start)::

H.S. Block Time (End)::

OTHER DETAILS

* Approximate # attending:

* Cost/Fee Involved: If no cost or fee, enter "NONE"

* Checked School Calendar?: **Making sure no school conflicts exist.**

* Attaching Roster?: **Attach Roster at '3. Attachments'. (Trip may be denied if roster is not attached.)**

* Is Food Service needed?: * Sack lunches needed?:

HEALTH OFFICE NEEDS TO KNOW * Lunch Time (exact): (NA if no lunch) Offsite lunch location:

NEED A BUS? SUBMIT REQUEST through INFOFINDER (This does NOT do that for you!)

******WHEN DONE, BE SURE TO CLICK 'SAVE' upper-right******

Save **Print** **Back**

- c. Third screen: (you are back to first screen). Again, read gray bar area for instructions.

TM Process: FIELD TRIP REQUEST | Skycoder | Capture Screen | Release Notes | New Window | My Print Queue | Help Menu

Employee:

1. General

The primary teacher for trip is to complete the form. 1. Click 'Open' below to access the form, and SAVE. 2. Click 'Next' in bottom right corner.

Custom Forms

Custom Profile	zFIELD TRIP REQUEST FORM	zFIELD TRIP REQUEST FORM	<input type="button" value="Open"/>

TCHR: Field Trip Form

- General
- Notes
- Attachments
- Choose Next Task

Step 1 of 4

Process History

d. Fourth screen: You'll then be at **'Notes'** screen. Add Notes if you want, then click 'Next'

TM Process: FIELD TRIP REQUEST Skycoder Capture Screen Release Notes New Window My Print Queue Help Menu

Employee: AUSTIDIA000 AUSTIN, DIANE MARIE

2. Notes

Add View Delete

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

TCHR: Field Trip Form

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

Step 2 of 4

Previous Next

Process History

Delete Process Save and Finish Later Reassign Task Back

e. Fifth screen: You'll then be at **'Attachments'**: Add Attachments and click 'Next'

i. Examples of Attachments:

1. **ADD YOUR ROSTER HERE:** Upload an ACCURATE roster of students attending (as well as student who are normally in the class but are NOT attending) that is easy to follow and in a logical (ex: alphabetized) order for attendance/rostering purposes.
2. Other examples of attachments: ex: Field Trip Permission slip, chaperone list, how students are organized on buses, etc.

TM Process: FIELD TRIP REQUEST Skycoder Capture Screen Release Notes New Window My Print Queue Help Menu

Employee: AUSTIDIA000 AUSTIN, DIANE MARIE

3. Attachments

Add Edit Delete

Description Step

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

Roster

TCHR: Field Trip Form

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

Step 3 of 4

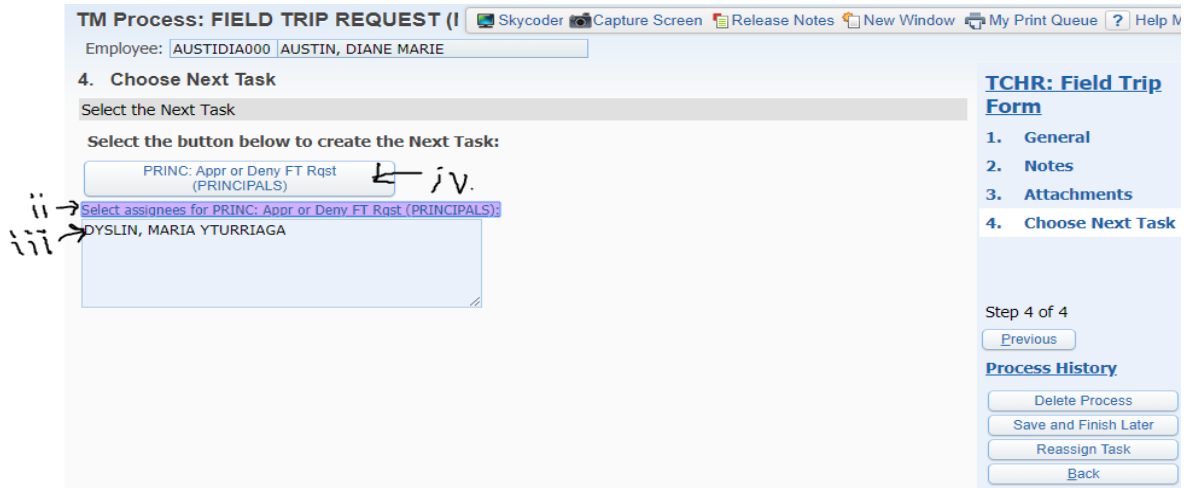
Previous Next

Process History

Delete Process Save and Finish Later Reassign Task Back

f. Sixth screen: Send to YOUR Principal:

- ii. Click 'Select assignees for PRINC...'
- iii. Find principal's name, click so check appears by name
- iv. Click 'PRINC: Appr or Deny FT Rqst (PRINCIPALS)'

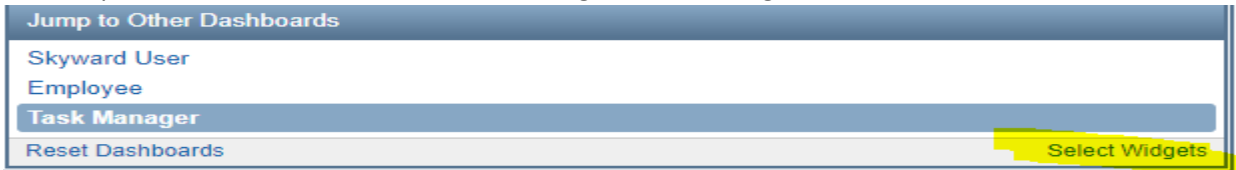


You (teacher) will receive an email with a checklist (TO-DO list) to monitor progress of trip.

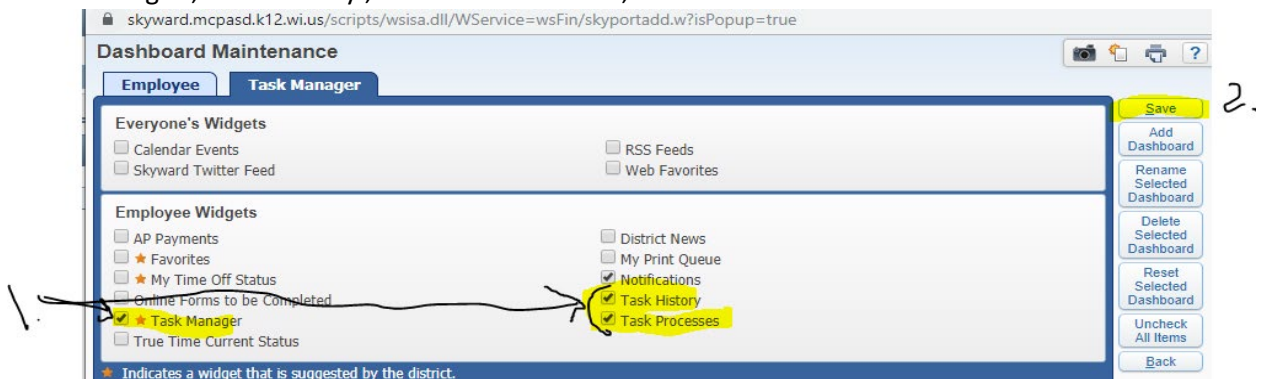
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INITIAL (ONE-TIME) SETUP: Add Widgets to Skyward dashboard

- 1. On 'Jump to Other Dashboards' click 'Select Widgets' in lower right of that box.



- 2. Click 'Task Manager', 'Task History', and 'Task Processes', and then SAVE



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.