



SharePoint Intranet Site
Field Trip Request Form
Content Administration Guide

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peters & associates

technology solutions for infrastructure & collaboration

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Field Trip Request Form Summary

This guide outlines the basic operational procedures for submission and processing a Field Trip Request (FTR). The Field Trip Request form was created to provide SD 144 personnel with an electronic form for submission and approval of Field Trip requests. Staff Members will be able to provide details as to the nature and amount of the request and submit the request for approvals.

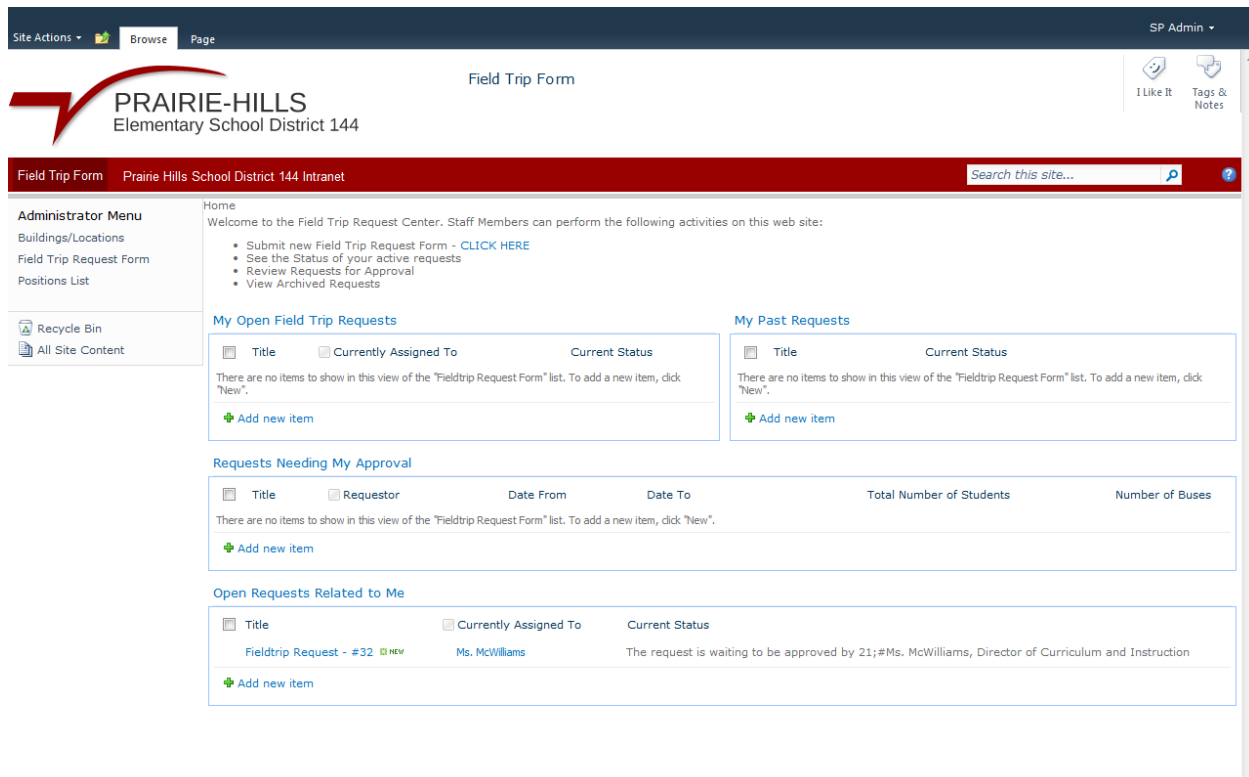
SharePoint Lists and workflows will route the Request for approval to the appropriate Management personnel. The application automatically provides email notifications to personnel associated with the request as the approval process proceeds.

The Field Trip Request Form is housed in a separate site in the SD144 Intranet. The On-line Forms site provides information about current and archival Requests, instructions for submitting new requests, and links for administration of the form.

Accessing the Field Trip Request Form (Pre-Production)

The FTR form can be accessed from the SD144 Intranet. You will need to be logged into the network.

1. Open an Internet Browser session (Intranet Explorer 7.0 or up)
2. In the URL address bar, type the following:
 - a. <http://phsd144.sd144.com/onlineforms/FTF/default.aspx>
3. You should now see the Field Trip Site:



The screenshot shows the 'Field Trip Form' web application interface. The header includes the Prairie Hills Elementary School District 144 logo and navigation options like 'Site Actions', 'Browse', and 'Page'. The main content area is divided into several sections:

- Administrator Menu:** Includes links for Buildings/Locations, Field Trip Request Form, and Positions List.
- Welcome Message:** A message for staff members with links to submit new requests, view active requests, review requests for approval, and view archived requests.
- My Open Field Trip Requests:** A table with columns for Title, Currently Assigned To, and Current Status. It currently shows no items.
- My Past Requests:** A table with columns for Title and Current Status. It also shows no items.
- Requests Needing My Approval:** A table with columns for Title, Requestor, Date From, Date To, Total Number of Students, and Number of Buses. It shows no items.
- Open Requests Related to Me:** A table with columns for Title, Currently Assigned To, and Current Status. It shows one request: 'Fieldtrip Request - #32' assigned to 'Ms. McWilliams' with a status of 'The request is waiting to be approved by 21;#Ms. McWilliams, Director of Curriculum and Instruction'.

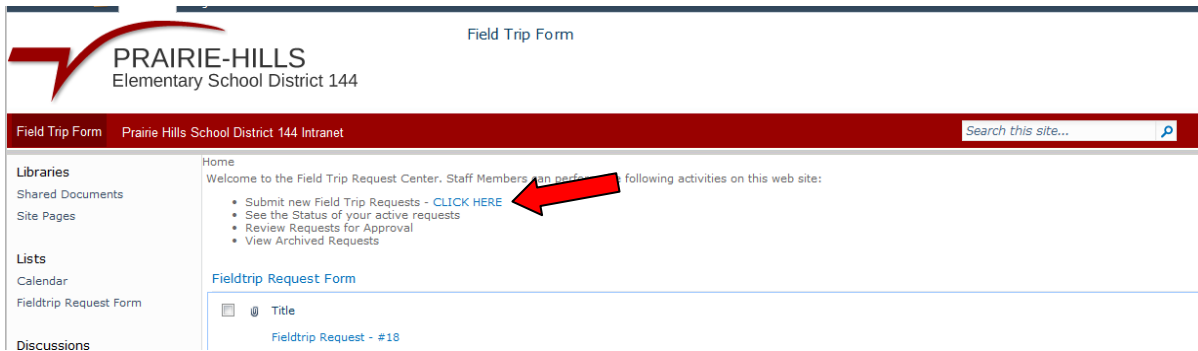
4. If you receive an error page stating you do not have rights to the site or a window asking for a login and password, you may not have permissions to access the site(s). Contact your System Administrator to be added to the appropriate site(s).

Basic Navigation

The Field Trip Request Center site presents information about using the FTR site and a Dashboard area that presents details of Field Trip Requests associated with the user. Supervisory personnel can see Requests submitted by their personnel.

Field Trip Request Submission Process

- a. In the top of the page is a link to open a new FTR form – “CLICK HERE”



Field Trip Form

PRAIRIE-HILLS
Elementary School District 144

Field Trip Form Prairie Hills School District 144 Intranet Search this site...

Libraries
Shared Documents
Site Pages
Lists
Calendar
Fieldtrip Request Form
Discussions

Home
Welcome to the Field Trip Request Center. Staff Members can perform the following activities on this web site:


- Submit new Field Trip Requests - [CLICK HERE](#)
- See the Status of your active requests
- Review Requests for Approval
- View Archived Requests

Fieldtrip Request Form

Title
Fieldtrip Request - #18


2. A new Field Trip Request form opens

Fieldtrip Request Form - New Item




PRAIRIE-HILLS
Elementary School District 144

Field Trip Form > [Fieldtrip Request Form](#) > New Item



Prairie-Hills School District 144
Field Trip Request

Please complete the following:

Requestor:  Position:

Building/Location: NOTE: If Teacher or Pre-K/EC then you must choose a school

Enter the # of students per grade level:

<p>BUS CAPACITY LIMITS:</p> <p>Pre-K thru 4 = 65 Grades 5-6 = 50 Grades 7-8 = 44</p> <p>CHAPERONE REQUIREMENTS:</p> <p>Pre-K-3 = 1 adult / 5 students Grades 4-6 = 1 adult / 8 students Grades 7-8 = 1 adult / 12 students</p>	<table border="0"> <tr><td>Pre-K:</td><td><input type="text" value="0"/></td></tr> <tr><td>K:</td><td><input type="text" value="0"/></td></tr> <tr><td>1:</td><td><input type="text" value="0"/></td></tr> <tr><td>2:</td><td><input type="text" value="0"/></td></tr> <tr><td>3:</td><td><input type="text" value="0"/></td></tr> <tr><td>4:</td><td><input type="text" value="0"/></td></tr> <tr><td>5:</td><td><input type="text" value="0"/></td></tr> <tr><td>6:</td><td><input type="text" value="0"/></td></tr> <tr><td>7:</td><td><input type="text" value="0"/></td></tr> <tr><td>8:</td><td><input type="text" value="0"/></td></tr> </table>	Pre-K:	<input type="text" value="0"/>	K:	<input type="text" value="0"/>	1:	<input type="text" value="0"/>	2:	<input type="text" value="0"/>	3:	<input type="text" value="0"/>	4:	<input type="text" value="0"/>	5:	<input type="text" value="0"/>	6:	<input type="text" value="0"/>	7:	<input type="text" value="0"/>	8:	<input type="text" value="0"/>	<p>Total Pre-K Thru 3rd= 0</p> <p>Total 4th Thru 6th= 0</p> <p>Total 7th Thru 8th= 0</p> <p>Estimated Total Adults Needed= 0</p> <p>Estimated Total Adults and Students= 0</p> <p>Estimated Total Buses Not Including Adults= 0</p> <p>Estimated Total Buses Including Adults= 0</p>
Pre-K:	<input type="text" value="0"/>																					
K:	<input type="text" value="0"/>																					
1:	<input type="text" value="0"/>																					
2:	<input type="text" value="0"/>																					
3:	<input type="text" value="0"/>																					
4:	<input type="text" value="0"/>																					
5:	<input type="text" value="0"/>																					
6:	<input type="text" value="0"/>																					
7:	<input type="text" value="0"/>																					
8:	<input type="text" value="0"/>																					

Total Number of Students: Students

Number of Adults:

Number of Buses:

Destination #1:

Dest. Name:

Address:

City:

State:

Zip:

Destination #2:

Dest. Name:

Address:

City:

State:

Zip:

Start Date and Time of Field Trip:

End Date of Field Trip:

** Buses will arrive at School about 15 minutes before departure unless otherwise specifically requested and coordinated.

We will travel via: Walk
 Bus

Illinois Learning Standards or District Curriculum Objective/s (please list): 800 characters maximum:

A A| B I U |

In-class preparation will consist of the following activities: 800 maximum:

A A| B I U |

In-class follow-up activities will consist of: (800 characters maximum):

A A| B I U |

Bus Cost:

Total Bus Cost:

The cost for buses beginning the 2012 school year is \$125.00 per bus/per day. There are no other cost involved. Please update the language on the Fieldtrip request accordingly.

Bus Cost Paid By: Students:
Other:

Specify Other: 200 characters max.:

Cost to Each Individual Child: Total Bus Cost:
Bus:
Other:

Specify Other: 200 characters max.:

Total:


NO TRIP ARRANGEMENTS MAY BE FINALIZED UNTIL REQUEST IS APPROVED!

3. Form Fields


- a. **Requestor** – This is the person who is responsible for the request. This field defaults to the name of the person filling out the form. You can change this field to another person, if needed. This is a “People Picker” field, so the person in the field must be a member of the SD144 network.
- b. **Building/Location** – Choose the location for the person who is responsible for the request (typically your location)
- c. **Position** – Choose the appropriate Position associated with the Request (typically your Position)
- d. **Enter the # of students per grade level:** there are individual fields for each grade level. The application will auto-calculate the number of chaperones (Adults) estimated for the trip.
- e. **Number of Adults:** Using the calculated information as a guide, enter the number of Chaperones for the Trip.

-
- f. **Number of Buses:** Using the calculated information as a guide, enter the number of Buses for the Trip
 - g. **Destination #1:** Enter the Dest. Name, Address, City, State and Zip into the provided fields
 - h. **Destination #2: (Optional)** Enter the Dest. Name, Address, City, State and Zip into the provided fields
 - i. **Start Date and Time of Field Trip** Enter the Date and Time the Field Trip will begin
 - j. **End Date of Field Trip:** Enter the Date and Time the Field Trip will end
 - k. **We will Travel Via:** Select the appropriate mode of travel
 - l. **Illinois Learning Standards or District Curriculum Objective/s (please list): 800 characters maximum:** Detail how the Field trip will meet mandated objectives
 - m. **In-class preparation will consist of the following activities: 800 maximum:** Describe the in-class preparation work for the Field Trip
 - n. **In-class follow-up activities will consist of: (800 characters maximum):** Describe the in-class activities as an outcome of the Field Trip
 - o. **Total Bus Cost:** This is a calculated field
 - p. **Bus Cost Paid By:** Enter the amounts in the Students and Other fields to cover the bus cost
 - q. **Specify Other: 200 characters max.:** If a dollar amount is entered in the "Bus Cost Paid by Other" field, describe the source of the monies.
 - r. **Cost to each individual child:** Enter the Dollar amounts each child is expected to contribute for the Bus cost and Other Costs incurred as part of the Field Trip (tickets, materials, etc.)
 - s. **Specify Other: 200 characters max.:** If a dollar amount is entered in the "Cost to each individual child: Other" field, describe what will be paid for by each student
 - t. **Total:** Enter the total costs associated with the Field Trip (Total Bus Cost and Total Other Costs)

Fieldtrip Request Form - New Item

**PRAIRIE-HILLS**
Elementary School District 144

Field Trip Form > Fieldtrip Request Form > New Item

**Prairie-Hills School District 144**
Field Trip Request

Please complete the following:

Requestor: Position:

Building/Location: NOTE: If Teacher or Pre-K/EC then you must choose a school

Enter the # of students per grade level:

BUS CAPACITY LIMITS: Pre-K thru 4 = 65 Grades 5-6 = 50 Grades 7-8 = 44	Pre-K: <input type="text" value="0"/>	Total Pre-K Thru 3rd= 60
CHAPERONE REQUIREMENTS: Pre-K-3 = 1 adult / 5 students Grades 4-6 = 1 adult / 8 students Grades 7-8 = 1 adult / 12 students	K: <input type="text" value="0"/>	Total 4th Thru 6th= 0
	1: <input type="text" value="20"/>	Total 7th Thru 8th= 0
	2: <input type="text" value="20"/>	Estimated Total Adults Needed= 12
	3: <input type="text" value="20"/>	Estimated Total Adults and Students= 72
	4: <input type="text" value="0"/>	Estimated Total Buses Not Including Adults= 0.92
	5: <input type="text" value="0"/>	Estimated Total Buses Including Adults= 1.2
	6: <input type="text" value="0"/>	
	7: <input type="text" value="0"/>	
	8: <input type="text" value="0"/>	

Total Number of Students: 60 Students
Number of Adults:
Number of Buses:

Destination #1:
Dest. Name:
Address:
City:
State:
Zip:

Destination #2:
Dest. Name:
Address:
City:
State:
Zip:

Start Date and Time of Field Trip: 9/22/2011 8 AM 00
End Date of Field Trip: 9/22/2011 3 PM 00

** Buses will arrive at School about 15 minutes before departure unless otherwise specifically requested and coordinated.

We will travel via: Walk Bus

Illinois Learning Standards or District Curriculum Objective/s (please list): 800 characters maximum:

Information entered

In-class preparation will consist of the following activities: 800 maximum:

Information Entered

In-class follow-up activities will consist of: (800 characters maximum):

Information Entered

Bus Cost:

Total Bus Cost: 125.00

The cost for buses beginning the 2012 school year is \$125.00 per bus/per day. There are no other cost involved. Please update the language on the Fieldtrip request accordingly.

Bus Cost Paid By: Students: 125.00 Other:

Specify Other: 200 characters max.:

Cost to Each Individual Child:

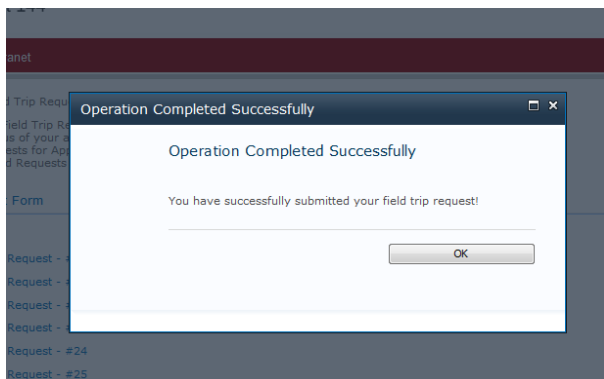
Total Bus Cost: 125.00 Bus: 2.10 Other: 10.00

Specify Other: 200 characters max.:

Ticket:

Total:

- Click the **Submit Request** button to submit the request. You should receive a success window. Click the **OK** button to return to the Field Trip Request Center Home Page



- 5. Note the Dashboard now shows two entries in the Monitoring lists (to be updated). This allows a user to quickly see what expenditure request activities are associated with their account.
- 6. The user can click the “+” sign to see additional details of the Field Trip Request.
- 7. The Title of the FTR form includes a unique ID number (example below is “Field Trip Request–# 23”). This can be used to identify the specific request at a later date.

- 8. Mouse–over the desired FTR and click the Dropdown arrow to access the available options.

