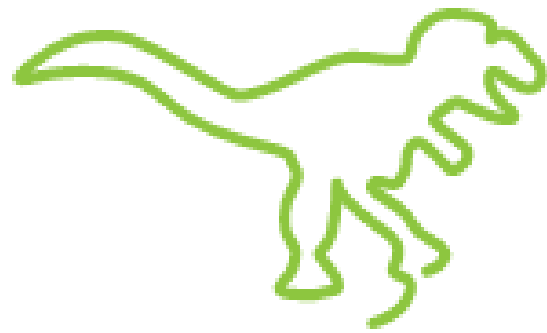


How to approve a Field Trip



tripfinder



1. Please log in



Client ID

richmond

User Name

User Name

Password

Password

Remember Me

[Forgot Password?](#)

Log In

Version 1.0.7653



2. From the list, please select the trip that you want to approve and double click on it

FIELD TRIPS Submit New Request

Filter: modified, Layout: Field Trips - Standard Layout

Public ID	Status	Name	Depart From	School	School Name	Return Date	Contact	Contact Phone	Contact Phone Ext.	Contact Email
00271	<input type="checkbox"/> Canceled - Request Canceled	PreK Imagination Stati...	0300	LFHPK	Lake Forest Hills Elementary School Pre-...	03/28/2018	Trish Kilpatrick	706-737-7317		driggem@boe.richm...
00272	<input checked="" type="checkbox"/> Transportation Approved	PreK Imperial Theater	0300	LFHPK	Lake Forest Hills Elementary School Pre-...	05/10/2018	Trish Kilpatrick	706-737-7317		
00274	<input type="checkbox"/> Canceled - Request Canceled	PreK Imagination Stati...	0300	0300	LAKE FOREST HILLS ELEM SCHOOL	03/22/2018	Trish Kilpatrick	706-737-7317		driggem@boe.richm...
00285	<input checked="" type="checkbox"/> Transportation Approved	PreK Imagination Stati...	0300	LFHPK	Lake Forest Hills Elementary School Pre-...	03/28/2018	Trish Kilpatrick	706-737-7317		driggem@boe.richm...
00286	<input type="checkbox"/> Canceled - Request Canceled	PreK Imperial Theater ...	0300	LFHPK	Lake Forest Hills Elementary School Pre-...	05/10/2018	Trish Kilpatrick	706-737-7317		
00289	<input checked="" type="checkbox"/> Transportation Approved	2nd grade Phinizy Swa...	0300	LFHIF	Lake Forest Hills Elementary School Instr...	04/30/2018	Marcia Doris	706-737-7317		
00290	<input checked="" type="checkbox"/> Transportation Approved	2nd grade Phinizy Swa...	0300	LFHIF	Lake Forest Hills Elementary School Instr...	05/01/2018	Marcia Doris	706-737-7317		
00291	<input type="checkbox"/> Canceled - Request Canceled	PreK Imperial Theater ...	0300	LFHPK	Lake Forest Hills Elementary School Pre-...	05/10/2018	Trish Kilpatrick	706-737-7317		
00293	<input checked="" type="checkbox"/> Transportation Approved	CSRA Special Olympic...	0300	LFHIF	Lake Forest Hills Elementary School Instr...	05/04/2018	Vera Lytch	706-737-7317		
00294	<input checked="" type="checkbox"/> Completed - Request Completed	End of Year Trip	0300	LFHNO	Lake Forest Hills Elementary School Non ...	05/11/2018	Vera Lytch	706-737-7317		
00302	<input checked="" type="checkbox"/> Transportation Approved	5th Grade Orientation	0300	LFHIF	Lake Forest Hills Elementary School Instr...	04/20/2018	Mrs. Levi	706-737-7317		
00303	<input checked="" type="checkbox"/> Transportation Approved	5th Grade field trip	0300	LFHIF	Lake Forest Hills Elementary School Instr...	05/16/2018	Brenda McCrary	706-737-7317		
00460	<input checked="" type="checkbox"/> Transportation Approved	LFHES Lytch 12-14-18	LFHCB	LFHCB	Lake Forest Hills Elementary School CBI	12/14/2018	Art Denney	706-826-2231		
00466	<input checked="" type="checkbox"/> Level 4 - Request Approved	LFHES Lytch 04-02-19	LFHCB	LFHCB	Lake Forest Hills Elementary School CBI	02/28/2019	Ms. Lytch	706-737-7317		
01877	<input checked="" type="checkbox"/> Transportation Approved	Steeds Dairy Farm	0205	DLEIF	Diamond Lakes Elementary School Instr...	09/28/2018	Elizabeth Acuna	706-771-2881		acunael@richmond.l...
01897	<input checked="" type="checkbox"/> Transportation Approved	Golden Goose, Storyla...	0205	DLEIF	Diamond Lakes Elementary School Instr...	10/10/2018	Elizabeth Acuna	706-771-2881		acunael@richmond.l...
01898	<input checked="" type="checkbox"/> Transportation Approved	A "Christmas STory", l...	0205	DLEIF	Diamond Lakes Elementary School Instr...	12/06/2018	Elizabeth Acuna	706-771-2881		acunael@richmond.l...
01899	<input checked="" type="checkbox"/> Level 4 - Request Approved	Rip Van Winkle, SToryl...	0205	DLEIF	Diamond Lakes Elementary School Instr...	03/06/2019	Elizabeth Acuna	706-771-2881		acunael@richmond.l...
01900	<input type="checkbox"/> Canceled - Request Canceled	Golden Goose, Storyla...	DLEIF	DLEIF	Diamond Lakes Elementary School Instr...	10/10/2018	Elizabeth Acuna	706-771-2881		acunael@richmond.l...



3. Please make sure all the information is correct

FIELD TRIPS

Submit New Request

Filter: modified, Layout: Field Trips - Standard Layout

PreK Imagination Station & Fire Station #8

2018-03-28 09:45 AM

FIELD TRIPS DEFAULT LAYOUT RCSS

Public ID	Status	Name	Depart From
00271	<input type="checkbox"/> Canceled - Request Canceled	PreK Imagination Stati...	0300
00272	<input checked="" type="checkbox"/> Transportation Approved	PreK Imperial Theater	0300
00274	<input type="checkbox"/> Canceled - Request Canceled	PreK Imagination Stati...	0300
00285	<input checked="" type="checkbox"/> Transportation Approved	PreK Imagination Stati...	0300
00286	<input type="checkbox"/> Canceled - Request Canceled	PreK Imperial Theater ...	0300
00289	<input checked="" type="checkbox"/> Transportation Approved	2nd grade Phinizy Swa...	0300
00290	<input checked="" type="checkbox"/> Transportation Approved	2nd grade Phinizy Swa...	0300
00291	<input type="checkbox"/> Canceled - Request Canceled	PreK Imperial Theater ...	0300
00293	<input checked="" type="checkbox"/> Transportation Approved	CSRA Special Olympic...	0300
00294	<input checked="" type="checkbox"/> Completed - Request Completed	End of Year Trip	0300
00302	<input checked="" type="checkbox"/> Transportation Approved	5th Grade Orientation	0300
00303	<input checked="" type="checkbox"/> Transportation Approved	5th Grade field trip	0300
00460	<input checked="" type="checkbox"/> Transportation Approved	LFHES Lytch 12-14-18	LFHCB
00466	<input checked="" type="checkbox"/> Level 4 - Request Approved	LFHES Lytch 04-02-19	LFHCB
01877	<input checked="" type="checkbox"/> Transportation Approved	Steeds Dairy Farm	0205
01897	<input checked="" type="checkbox"/> Transportation Approved	Golden Goose, Storyla...	0205
01898	<input checked="" type="checkbox"/> Transportation Approved	A "Christmas STory", I...	0205
01899	<input checked="" type="checkbox"/> Level 4 - Request Approved	Rip Van Winkle, SToryl...	0205
01900	<input type="checkbox"/> Canceled - Request Canceled	Golden Goose, Storyla...	DLEIF
01901	<input checked="" type="checkbox"/> Level 4 - Request Approved	Morris Museum of Arts	0205
01902	<input checked="" type="checkbox"/> Level 4 - Request Approved	Three Bill Goats Gruff, ...	0205
01903	<input checked="" type="checkbox"/> Level 4 - Request Approved	Gurosiks Strawberry F...	0205

MAIN

SCHOOL Lake Forest Hills Elementary School Pre-K Field Trip (LFHPK)	CLASSIFICATION None	CONTACT Trish Kilpatrick	#STUDENTS 44
DEPARTMENT PRE-K	ACTIVITY OTHER	PHONE/EXT 706-737-7317	#ADULTS 4
ESTIMATED MILES 3	ESTIMATED HOURS 0	EMAIL driggem@boe.richmond.k12.ga.us	#WHEEL CHAIRS 0
ESTIMATED COST \$0.00		EQUIPMENT School Bus	#VEHICLES 0

DEPARTURE NOTES
Standards available upon request.

DESTINATION

DEPART DATE/TIME 2018-03-28 09:45 AM	RETURN DATE/TIME 2018-03-28 01:15 PM	DESTINATION NOTES Imagination Station 965 Hickman Rd. 30904 Fire Engine #8 1898 Highland Ave. 30904
DESTINATION Fire Engine Co. #8 & Imagination Station		



4. Click on the change status icon

FIELD TRIPS Submit New Request

Filter: modified, Layout: Field Trips - Standard Layout

Public ID	Change Status	Name	Depart From
00271	<input type="checkbox"/> Canceled - Request Canceled	PreK Imagination Stati...	0300
00272	<input checked="" type="checkbox"/> Transportation Approved	PreK Imperial Theater	0300
00274	<input type="checkbox"/> Canceled - Request Canceled	PreK Imagination Stati...	0300
00285	<input checked="" type="checkbox"/> Transportation Approved	PreK Imagination Stati...	0300
00286	<input type="checkbox"/> Canceled - Request Canceled	PreK Imperial Theater ...	0300
00289	<input checked="" type="checkbox"/> Transportation Approved	2nd grade Phinizy Swa...	0300
00290	<input checked="" type="checkbox"/> Transportation Approved	2nd grade Phinizy Swa...	0300
00291	<input type="checkbox"/> Canceled - Request Canceled	PreK Imperial Theater ...	0300
00293	<input checked="" type="checkbox"/> Transportation Approved	CSRA Special Olympic...	0300
00294	<input checked="" type="checkbox"/> Completed - Request Completed	End of Year Trip	0300
00302	<input checked="" type="checkbox"/> Transportation Approved	5th Grade Orientation	0300
00303	<input checked="" type="checkbox"/> Transportation Approved	5th Grade field trip	0300
00460	<input checked="" type="checkbox"/> Transportation Approved	LFHES Lytch 12-14-18	LFHCB
00466	<input checked="" type="checkbox"/> Level 4 - Request Approved	LFHES Lytch 04-02-19	LFHCB
01877	<input checked="" type="checkbox"/> Transportation Approved	Steeds Dairy Farm	0205
01897	<input checked="" type="checkbox"/> Transportation Approved	Golden Goose, Storyla...	0205
01898	<input checked="" type="checkbox"/> Transportation Approved	A "Christmas Story", I...	0205
01899	<input checked="" type="checkbox"/> Level 4 - Request Approved	Rip Van Winkle, SToryl...	0205
01900	<input type="checkbox"/> Canceled - Request Canceled	Golden Goose, Storyla...	DLEIF
01901	<input checked="" type="checkbox"/> Level 4 - Request Approved	Morris Museum of Arts	0205
01902	<input checked="" type="checkbox"/> Level 4 - Request Approved	Three Bill Goats Gruff, ...	0205
01903	<input checked="" type="checkbox"/> Level 4 - Request Approved	Gurosiks Strawberry F...	0205

62 of 4435 (1 selected)

PreK Imagination Station & Fire Station #8

2018-03-28 09:45 AM

FIELD TRIPS DEFAULT LAYOUT RCSS

MAIN

SCHOOL	CLASSIFICATION	CONTACT	#STUDENTS
Lake Forest Hills Elementary School Pre-K Field Trip (LFHPK)	None	Trish Kilpatrick	44

DEPARTMENT	ACTIVITY	PHONE/EXT	#ADULTS
PRE-K	OTHER	706-737-7317	4

ESTIMATED MILES	ESTIMATED HOURS	EMAIL	#WHEEL CHAIRS
3	0	driggem@boe.richmond.k12.ga.us	0

ESTIMATED COST	EQUIPMENT	#VEHICLES
\$0.00	School Bus	0

DEPARTURE NOTES
Standards available upon request.

DESTINATION

DEPART DATE/TIME	RETURN DATE/TIME	DESTINATION NOTES
2018-03-28 09:45 AM	2018-03-28 01:15 PM	Imagination Station 965 Hickman Rd. 30904 Fire Engine #8 1898 Highland Ave. 30904

DESTINATION
Fire Engine Co. #8 & Imagination Station

DESTINATION ADDRESS
1898 Highland Ave. , GA 30909



5. Select one of the options in the dropdown menu and click **Change**

FIELD TRIPS Submit New Request

Filter: modified, Layout: Field Trips - Standard Layout

Public ID	Status	Name	Depart From
00271	Completed - Request Completed	PreK Imagination Stati...	0300
00272	Transportation Approved	PreK Imperial Theater	0300
00274	Canceled - Request Canceled	PreK Imagination Stati...	0300
00285	Transportation Approved	PreK Imagination Stati...	0300
00286	Canceled - Request Canceled	PreK Imperial Theater ...	0300
00289	Transportation Approved	2nd grade Phinizy Swa...	0300
00290	Transportation Approved	2nd grade Phinizy Swa...	0300
00291	Canceled - Request Canceled	PreK Imperial Theater...	0300
00293	Transportation Approved	CSRA Special Olympic...	0300
00294	Completed - Request Completed	End of Year Trip	0300
00302	Transportation Approved	5th Grade Orientation	0300
00303	Transportation Approved	5th Grade field trip	0300
00460	Transportation Approved	LFHES Lytch 12-14-18	LFHCB
00466	Level 4 - Request Approved	LFHES Lytch 04-02-19	LFHCB
01877	Transportation Approved	Steeds Dairy Farm	0205
01897	Transportation Approved	Golden Goose, Storyla...	0205
01898	Transportation Approved	A "Christmas STory", I...	0205
01899	Level 4 - Request Approved	Rip Van Winkle, SToryl...	0205
01900	Canceled - Request Canceled	Golden Goose, Storyla...	DLEIF
01901	Level 4 - Request Approved	Morris Museum of Arts	0205
01902	Level 4 - Request Approved	Three Bill Goats Gruff, ...	0205
01903	Level 4 - Request Approved	Gurosiks Strawberry F...	0205

PreK Imagination Station & Fire Station #8
2018-03-28 09:45 AM

FIELD TRIPS DEFAULT LAYOUT RCSS

Richmond County School System

MAIN

SCHOOL: Lake Forest Hills Elementary School
CLASSIFICATION: None
CONTACT: Trish Kilpatrick
#STUDENTS: 44

PHONE/EXT: 706-737-7317
#ADULTS: 4

EMAIL: driggem@boe.richmond.k12.ga.us
#WHEEL CHAIRS: 0

EQUIPMENT: School Bus
#VEHICLES: 0

DESTINATION

DEPART DATE/TIME: 2018-03-28 09:45 AM
RETURN DATE/TIME: 2018-03-28 01:15 PM
DESTINATION NOTES: Imagination Station 965 Hickman Rd. 30904 Fire Engine #8 1898 Highland Ave. 30904

DESTINATION: Fire Engine Co. #8 & Imagination Station

DESTINATION ADDRESS:

Change Status of PreK Imagination Station & Fire Station #8

- Canceled - Request Canceled
- Level 3 - Request Declined
- Level 3 - Request Approved
- Level 4 - Request Declined
- Level 4 - Request Approved
- Declined by Transportation
- Transportation Approved
- Canceled - Request Canceled
- Completed - Request Completed

Change without Commenting Cancel **Change**

**If you have any questions please feel free to
contact me at**

706-796-4777 Ext 1215

Or

elsheya@Richmond.k12.ga.us