

Paramount Unified School District



Field Trip Request Form

Step by Step Guide
For Completing and Submitting
the digital form.



Introduction

The Field/Study Trip Form has been used to request approval for field and/or study trips. This includes field trips or education-related trips utilizing all forms of transportation. Once approved, the information on this form is used to coordinate the transportation and other details for the trip.

Old & Discontinued Paper Form



Paramount Unified School District REQUEST FOR STUDY TRIPS, OTHER SPECIAL TRIPS, BUS TRANSPORTATION AND DISTRICT VANS

Special Education

Requesting Site: School Site <input type="text"/>	Date of Request: <input type="text"/>
Pick-up Location: <input type="text"/>	Date of Trip: <input type="text"/>
Leave School at: A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	Return to School at: A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>
Destination: <input type="text"/>	Address: <input type="text"/>
Teacher(s) Name(s): <input type="text"/>	Number of Students: Grade Level(s) <input type="text"/>
Number of Teachers: <input type="text"/>	Number of Parents: <input type="text"/>
Cost of Admission: <input type="text"/>	Funding Source (Program title and number): <input type="text"/>

Note: Any school-sponsored trips involving out-of-state or overnight travel, or requiring fund-raising activities shall require Board approval before fund-raising activities begin.

PROGRAM OR SCHOOL PLAN RATIONALE FOR TRIP: (Give educational outcomes related to District's curriculum):

MODE OF TRANSPORTATION: (Select One)

BUS <input type="checkbox"/>	VAN <input type="checkbox"/> How many vans are needed <input type="text" value="0"/>
Total number of passengers: <input type="text"/>	Pick up van(s) <input type="text"/> Return van(s) <input type="text"/>
Funding Source (Program title and number): Name: <input type="text"/> Number: <input type="text"/>	Name of authorized driver: <input type="text"/> Valid Calif. Driver License #: <input type="text"/>
	Name of authorized driver: <input type="text"/> Valid Calif. Driver License #: <input type="text"/>
	Name of authorized driver: <input type="text"/> Valid Calif. Driver License #: <input type="text"/>

SPECIAL INSTRUCTIONS: e.g "lunch or equipment required," "bus transportation to stay at site during trip," "lunch site will be different than trip destination."

Approved by Site Administrator	
Signature _____	Date _____

Approved by Director of Educational Services or Director of Special Education	
Signature _____	Date _____
Board Approved on _____	

All requests requiring Board approval must be received Educational Services a minimum of 12 days prior to the Board meeting.

New Digital Form

Field/Study Trip Form (click here)

Actual link: <https://pforms.paramount.k12.ca.us/Forms/FieldTrip>



PARAMOUNT
UNIFIED SCHOOL DISTRICT

Transportation Department

8555 Flower Ave | Paramount, CA 90723
Phone (562) 602-8095 | Fax (562) 602-8108
www.paramount.k12.ca.us | @paramountusd

Transportation Request

This form is for the request of Field/Study trip transportation.
For daily travel arrangements, please use the following [link](#).

NOTE: Any School Sponsored Field trips involving out-of-state or overnight travel, or requiring fund-raising activities shall require a Board approval before fund-raising activities begin.

Date of Request

Date will be captured on form submission

Trip Details

Requestor Name *

Email *

School Site *

Pickup Location *

Is this a recurring trip? *

Yes No

Is this an overnight trip? *

Yes No

Is this a one-way trip? *

Yes No

Destination *

Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

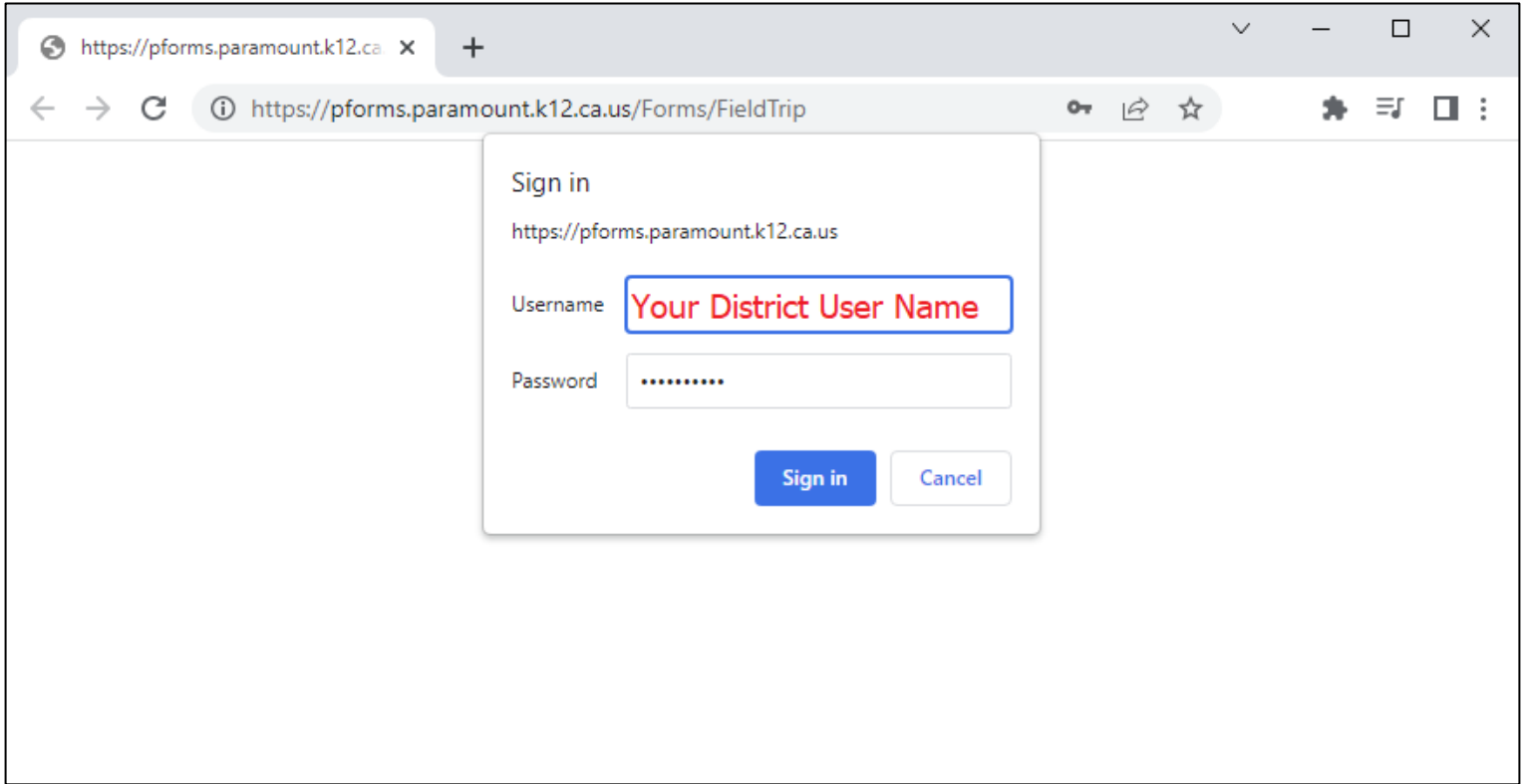
Country

**All District Forms (in digital format) can be found here:*

<https://bit.ly/PUSD-DistrictForms>

Important Information

To access the form, you will be required to submit your District username and password. This security feature is in place to ensure that only authorized District staff can access and submit the form.

A screenshot of a web browser window. The address bar shows the URL https://pforms.paramount.k12.ca.us/Forms/FieldTrip. A sign-in dialog box is overlaid on the page. The dialog box has a title 'Sign in' and the URL https://pforms.paramount.k12.ca.us. It contains two input fields: 'Username' with the text 'Your District User Name' and 'Password' with masked characters. Below the fields are two buttons: 'Sign in' and 'Cancel'.

It is also recommended that you have all the trip information and details prior to filling out the form. This includes details such as the account string, trip location and details, number of passengers, etc.

Please note – when entering the account string, please make sure it is in the following format:

XXX-XXXXX-X-XXXXX-XXXXX-XXXX-XXXXXXXX

The account string must follow the above format and no decimal points or hyphens in different locations other than reflected in the above format. Do not include any extra spaces in the sequence. And do not include the extra 4 digits after the location code. You may need to contact your school or department administrative assistant for this information.

Example of VALID Format For Account String:

010-30100-0-11100-10000-5812-0140000

Examples of INVALID Formats for Account String:

01.0-30100.0-11100-10000-5812-0140000

010-30100-0-11100-10000-5812-0140000-0000

010- 30100 -0-11100 -10000-5812-0140000

Step by Step Submission Guide

- Section 1 – Trip Details

Trip Details

Requestor Name *	Email *
<input type="text"/>	<input type="text"/>
School Site *	Pickup Location *
<input type="text"/>	<input type="text"/>
Is this a recurring trip? *	Is this an overnight trip? *
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Is this a one-way trip? *	
<input type="radio"/> Yes <input type="radio"/> No	
Destination *	
<input type="text"/>	
Address *	
Street Address	<input type="text"/>
Address Line 2	<input type="text"/>
City	State / Province / Region
<input type="text"/>	California
Postal / Zip Code	Country
<input type="text"/>	USA

Requestor Name: Name of Employee completing the form.

Email: Email address of the Employee completing the form. Email notifications will automatically be sent to this email address once the form has been either approved or rejected.

School Site: Drop down menu of all school sites.

Pickup Location: Where will the students need to be picked up for this trip.

Recurring Trip/Overnight Trip/One-Way Trip: If YES is selected on any of these questions, the form will modify and may ask for more information.

Destination: Final location/destination for the field/study trip.

Address: Address of the trip destination.

- Section 2 – Rationale for Trip, Funding Details & Transportation Mode

Program or school rationale for trip*

Additional Documentation:

Funding Details

<p>Cost</p> <p>\$ <input style="width: 90%;" type="text"/></p> <p><small>Report total cost of trip.</small></p>	<p>Funding Program</p> <p><input style="width: 90%;" type="text"/></p>	<p>Account Number</p> <p><input style="width: 90%;" type="text"/></p> <p><small>Enter Account String or Leave Blank, if no account</small></p>
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Please choose a mode of transportation:

- Bus
- Van
- Taxi
- Air
- Walk/No Transportation

Submit

Save as Draft

Program/School Rationale for Trip: A brief description of the reason for the trip and how it benefits the student’s educational goals.

Additional Documentation: Allows you to upload any information to support the Program or School Rationale for the trip request.

Cost: If there is a cost, to the school or the District, for this trip, please include the total amount in this field.

Funding Program: If applicable, enter the name of the program funding this trip.

Account Number: Enter the account string, if this trip has costs that the school or a specific program will be covering on behalf of the students. Please refer to page 4 of this guide for more information on account strings. If there are no costs associated with the trip, this field can be left blank.

Mode of Transportation: Select the option for transport of students, teachers and/or adults who will be participating in the trip. Please note, while most trips use a single mode of transport, there is the option to combine any combination of bus, van or taxi transport. This is **not common**, so if you think this might be required for your trip, please check in with your school/department administrative assistant for confirmation.

• Section 3.1 – Attendee Information - Bus Request

Please choose a mode of transportation:

Bus
 Van
 Taxi
 Air
 Walk/No Transportation

Attendee Information

Teacher Name - Event Organizer / Contact*
Enter name of person to contact for details of the trip

Teacher - Event Organizer Email*
Enter the email address of person to contact for details of the trip

Will students with Special Needs be participating?*
 Yes No

Total Number of Teachers* **Number of Students*** **Number of Parents*** **Total Number of Participants**

Grade level(s) in attendance:*

<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11
<input type="checkbox"/> 12	<input type="checkbox"/> 13		

Vehicle Information

Charter Bus*
 Yes No

Teacher Name – Event Organizer/Contact: Enter the name of teacher or employee organizing the event. While multiple names can be entered into this field, please limit to no more than 25 characters.

Teacher – Organizer Email: Enter the email address of the teacher who is overseeing this trip and details. Email notifications will also be sent to this email address as the form goes through approvals or rejections.

Special Needs Students: If YES is selected, a notification will be sent to the Special Education department.

Number of Teachers/Students/Parents: Enter the total number of attendees from each group in the appropriate field. The total will be auto calculated in the last field. Please note, it is important for the count to be accurate so we can assure the correct number of buses are reserved for your trip.

Grade Level(s): Check the box corresponding to the grade levels of students who will be participating on this trip.

- Section 3.1 – Attendee Information - Bus Request (continued)

Charter Bus: If your school or department wished to pay extra for charter bus service, please check this box. *Charter buses* are not the mode of transport most used for trips. Contact your school or department administrative assistant for more information.

- Section 3.2 – Attendee Information - Van Request

Vehicle Information

Authorized Drivers

Driver Name	DL Number	DL Copy
<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>
Add		

Van Pick Up Time*	Van Return Time*	Total Vans Needed
<input type="text"/> AM <input type="button" value="v"/>	<input type="text"/> AM <input type="button" value="v"/>	<input type="text" value="1"/>

If VAN is selected as mode of transport, an additional section under the VEHICLE INFORMATION section will appear. You will be required to submit the name(s) and Driver’s License Number(s) of all employees who will be driving District vans.

Driver Name: Enter the name of the PUSD employee who will be driving the van.

DL Number: Enter the Driver’s License number of the driver.

DL Copy: Recommended to upload a picture of the driver’s license. If the Transportation department does not have a copy of the driver’s DL on file, a copy will be made when the van is picked up.

Van Pick Up Time: Please make sure you provide an accurate pick-up time, so the Transportation department can make sure the van(s) are ready for your trip.

Van Return Time: Please make sure to provide a realistic drop-off time as well. This will allow the Transportation Department to thoroughly inspect and check the van(s) for the next trip.

- Section 3.3 – Attendee Information - Taxi Request

Vehicle Information

Total Taxis Needed: *

If TAXI is selected as mode of transport, an additional section under the VEHICLE INFORMATION section will appear.

Total Taxis Needed: If it has been determined that one or more of your students may need a taxi for transportation to the field trip location, then you will be required to enter number of taxis needed for this trip. While *Taxis* are not a common mode of transport for trips, the service may be required to accommodate students. Contact your school or department administrative assistant for more information. You may also need to contact the Special Education department as well.

- Section 3.4 – Attendee Information - Air Request

Air Travel Details

Itinerary* Additional Documentation:

Please provide additional information about the trip*

If AIR is selected as mode of transport, a new section called AIR TRAVEL DETAILS will appear and completion will be required in order to submit the form for approval. Please not this method of transport cannot be combined with any other mode of transport on this form.

Itinerary: Please upload the full itinerary for the trip. This is REQUIRED for all out of state and/or multi-day trips.

Additional Documentation: Please upload and/or provide any additional and supporting documentation for this trip request.

Additional Information About Trip: Please provide important information about the trip so administrators can make the appropriate decision when reviewing the trip request.

- Section 3.5 – Attendee Information – Walking/No Transportation

If WALKING or NO TRANSPORTATION is selected as mode of transport, there will be no additional fields required to complete on the form.

- Section 4 – Special Instructions

Special Instructions

Will Nutritional Services need to provide bagged lunches?*

Yes No

Lunches needed: If your trip will require bagged lunches provided by Student Nutrition Services, check the YES button and additional questions will appear.

Special Instructions

Will Nutritional Services need to provide bagged lunches?*

Yes No

Number of Lunches:*

Please describe any dietary restrictions*

Number of Lunches: Enter the total number of lunches requested for this trip.

Dietary Restrictions: If any students have any dietary restrictions or food allergies, please provide information so that SNS can accommodate.

Please note, this form is designed to automatically notify the SNS department and the school café manager, once this form is approved. You will not need to contact SNS or the café manager, unless there are any changes to the information submitted on this form.

What to Expect after the Form is Submitted

All field trip requests are routed to the school/department administrator for approval upon submission. If there is a specific program funding this trip, a secondary approval will be required by the Program Administrator. Additionally, all trips are also routed to Student Services for final review and approval.

Email notifications are automatically sent during certain steps of the approval process to provide updates to the submitter.

Once the form has been approved, it will route to the Transportation Department for final reservations for buses, vans or taxis.

If you have any questions regarding approval for your trip or account strings, please contact your school/department administrative assistant.

If you have any questions pertaining to Special Needs students, please contact the Special Education department at extension 6033.

If you have any questions regarding lunches for field trips, please contact Nutrition Services at extension 6031.

If your trip has been approved and you need any information about buses, vans or taxis, please contact the Transportation department at extension 8095.