# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Partners (Fine Arts) Field Trip Proposal</td>
<td>1</td>
</tr>
<tr>
<td>V&amp;PA Transportation Tracker Instructions</td>
<td>11</td>
</tr>
</tbody>
</table>

*FOR A VIDEO WALK-THROUGH OF THIS INSTRUCTIONS*

CLICK HERE TO VIEW VIDEO

*IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT*

DALLAS ISD V&PA SPECIAL PROJECTS COORDINATOR JENNY FRIDGE

JFRIDGE@dallasisd.org | (214) 932-5082
Learning Partners (Fine Arts) Field Trip Proposal

Google Chrome web browser recommended

http://fieldtrips.dallasisd.org

1. Requires DISDWIFI. This is your start page. Click on School Leadership.

2. Laserfische authentification
   a. Change “Finance” to “Forms” in dropdown menu.
   b. Enter “EAD\yourEADusername
   c. Enter your EAD password
   d. Click Sign In
3. **Section 1:** In the first section of the form, enter all required data (marked with a red asterisk)

   a. **Employee ID:** Enter your employee ID#
   b. **School:** Select your school
   c. **Type of Field Trip:** Select “in-county” or “out-of-county” based on the destination.
   d. **Pre-Approved Destination:** If the Learning Partners field trip location is included in the “Pre-Approved Destination” list, select it. If not, simply leave this blank.
   e. **Transportation:** Select Other and enter “to be scheduled by V&PA”

Special Needs Request: Include any pertinent information such as the need for a handicapped bus.
4. **Destination Information:** enter all required data (marked with a red asterisk)

   a. Destination: Enter the name of your field trip destination (example: Fair Park Music Hall)
   b. Departure Date: Select the departure date from the dropdown calendar
   c. Return Date: Select the return date from the dropdown calendar
   d. Physical Address: Enter the physical address of the location
e. City: Enter the city
f. State: Enter the state (TX)
g. Zip: Enter the zip code of the physical address
h. Departure Time: Enter the time the bus(es) should depart the school (ex: 10:00AM)
i. Return Time: Enter the time the bus(es) should return to the school (ex: 12:00PM)

5. **Group Traveling**: enter all required data (marked with a red asterisk)

   a. Student Group: Enter the name of the student group traveling (ex: Mr. Linley’s 2nd Grade Class)
   b. Traveler Information: Enter the number of students, number of faculty, number of non-staff members (volunteer chaperones) and which grade levels are attending the trip.
   c. Genders Represented: Answer Yes or No
   d. All Ethnicities Represented: Answer Yes or No
6. **Learning Expectation:** This information can be taken from the Learning Partners Catalog.

   a. In a separate tab, visit [https://bigthought.org/LearningPartners/Programs/FeaturedPrograms.aspx](https://bigthought.org/LearningPartners/Programs/FeaturedPrograms.aspx)
   b. Click on “Search” from the menu at the top of the page.
   c. Search for the field trip your school is planning to take using “Keywords” and “Art Form” to help narrow down the search.
   d. Click on the name of the experience.
   e. On the activity information page that follows, scroll to the bottom of the page and click on “Display Standards”
   f. Copy and paste the appropriate standards into the “Learning Expectations” box on the field trip form.
Featured Programs

The Sixth Floor Museum at Dealey Plaza

History Detectives: 1960s Time Capsules - Museum Visit Add-On Program - Field Trip

Use your detective skills to uncover the history and meaning behind the Museum's collection of 1960's teaching aids, a fun assortment of books, magazines, cameras, keys, clothing, newspapers, photographs, music, and more. Discover "what was that" and "how was it used" by observation and deduction.

Dallas Heritage Village

Town and Country: Grades Pre-K/Kindergarten

Discover the world of the people of rural and urban Dallas at the turn of the century. How did you earn money? How was it spent? Did the town and the country need each other? Why?

Bishop Arts Theatre Center

Found Poetry For Teens

Found poetry is a great way for students to use literature, music, movement, and art to find poetry in the spoken word. By identifying the thesis in the written word, students will create original works of poetry. By listening to music, they can create poetic words by using enjambment. By parti...

Dawn's Early Light

StoryTelling Performances

"Let Us Entertain You" with a variety of shows that combine storytelling with full audience participation and important life lessons, including: Save the Rain Forest, Dinosaur Train, Mouse and the Caterpillar, The Dragon Meets Samanthia the Chicken...

Dallas Arboretum

What's For Dinner? (On Campus) - During School Day

Like all ecosystems, the Arboretum is a complex and active place, filled with interconnected organisms. In this lab, students will explore two small but significant members of our ecosystem: pill bugs and millipedes. Termites with live organisms will be used to investigate living and non-living...

Dallas Zoo

Animal Adventures Program - On Campus

Wild Times! Bring the Dallas Zoo's Animal Adventures to your students! This 45-minute interactive program features animals from around the world and can be tailored to enhance your curriculum needs for any grade level or age group...
7. **Trip Sponsor**: Enter the name and phone number for the teacher sponsor.

8. **Overnight Accommodations**: Skip this section

9. **Funding Source**:
   a. Funding Source: Select “Learning Partners - Fine Arts”
   b. Trip Total: Enter the total cost of the trip. You can calculate this using information from page 24 of the Learning Partners Education Guide.
   c. Voucher #: Enter your Voucher Number (provided by Big Thought)
d. Transportation Approval Code: Enter your Transportation Approval Code (provided by Big Thought)
e. Upload Voucher Copy: Upload a scanned copy of your Voucher
f. Fundraisers: leave blank unless applicable
g. Payment Plan: leave blank unless applicable
10. **Final Steps:**
   a. Enter details of your field trip itinerary.
   b. Attach files as requested by your principal (such as student roster, etc.)
   c. Click Submit

---

Once completed:

From here your request will be routed to the campus principal for approval. Once the principal has approved, Visual & Performing Arts will be notified, and Marylin Miller (MARYMILLER@dallasisd.org) will schedule your bus.

Once the bus request has been entered into Powerfleet, you will be able to track the request status using the Visual & Performing Arts Transportation Tracker. See below for more details.
V&PA Transportation Tracker Instructions


1. On the top left part of the screen, you will see a place for your school name. Change the school name to show your campus bus requests.

2. All trips that have been scheduled for your campus will show up here. Please check the division tab to be sure you are looking at the bus booked for your content.

3. It is advised that you call the bus depot as listed on the tracker before they are due to arrive in order to tell them where to pick you up.

4. **You must call your bus if it is late.** Please do not call the V & PA office. We will tell you to call the bus depot.