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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

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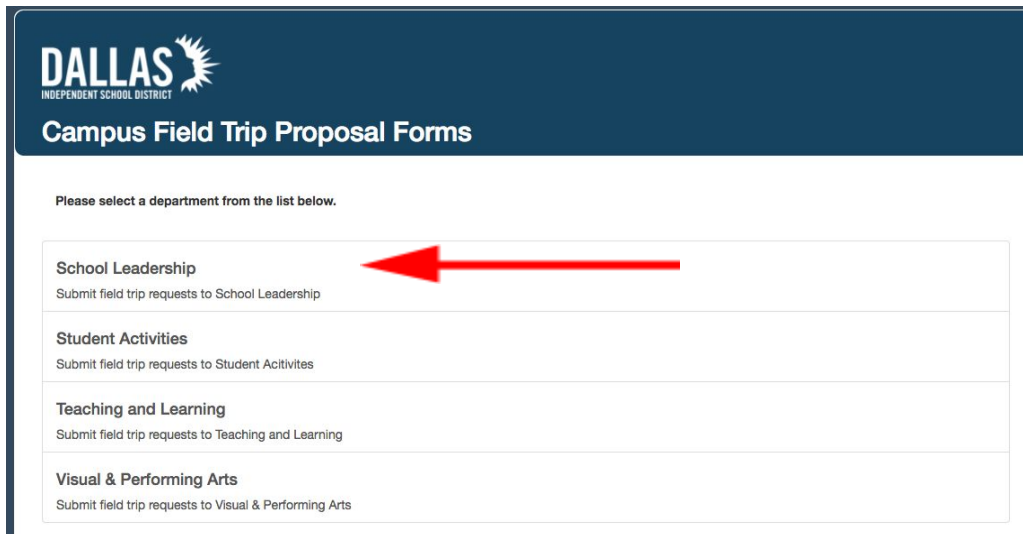
Visual and
Performing Arts


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*.



DALLAS 
INDEPENDENT SCHOOL DISTRICT

Campus Field Trip Proposal Forms

Please select a department from the list below.

School Leadership Submit field trip requests to School Leadership
Student Activities Submit field trip requests to Student Activities
Teaching and Learning Submit field trip requests to Teaching and Learning
Visual & Performing Arts Submit field trip requests to Visual & Performing Arts

2. Laserfische authentication

- a. Change “Finance” to “Forms” in dropdown menu.
- b. Enter “EAD\yourEADusername
- c. Enter your EAD password
- d. Click Sign In

Laserfiche

Organization
Finance

User name

Password

[Forgot password?](#)

Sign in

☐ This is a public computer

OR


Sign in with:

Windows Authentication

©2015 Laserfiche

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.



School Leadership Campus Field Trip Proposal

Please note: Insurance has already been purchased by Risk Management; campuses no longer purchase insurance for field trips.

Your Employee ID * School *

Type of Field Trip * Pre-Approved Destination
Value is required.

Department *

Transportation *
☐ Charter Bus ☐ Dallas County Schools
☐ Airplane ☐ Walking
☐ Magnet Bus ☐ Other **E: To be scheduled by V&PA**

Special Needs Request (handicapped bus, etc.)

4. **Destination Information:** enter all required data (marked with a red asterisk)

- Destination: Enter the name of your field trip destination (example: Fair Park Music Hall)
- Departure Date: Select the departure date from the dropdown calendar
- Return Date: Select the return date from the dropdown calendar
- 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)

Destination Information

Destination*

A

Value is required.

Departure Date*

B

Value is required.

Return Date*

C

Physical Address*

D

City*

E

State*

F

Zip*

G

Departure Time* (?)

H

mm AM

AM

Return Time* (?)

I

hh:mm AM

AM

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

Group Traveling

Student Group (i.e. Student Council, Choir, etc.): *

A

*** Student Chaperone ratio is 1:10 ***

of Students *

of Faculty *

of Non-staff *

Grades

B

All Genders Represented *

All Ethnicities Represented *

☐ Yes ☐ No

☐ Yes ☐ No

C

D

6. **Learning Expectation:** This information can be taken from the Learning Partners Catalog.

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

MICHAEL HINOJOSA, ED.D.
SUPERINTENDENT OF SCHOOLS



Timothy

New Submission x Learning Partners | Big Thought x LP Featured Programs - Learning x

Secure <https://bigthought.org/LearningPartners/Programs/FeaturedPrograms.aspx>

Username: Password: Login

☐ Remember me [Register](#) | [Reset Password](#)


LEARNING PARTNERS
A Program of Big Thought

Catalog My Stuff More Info

Featured Search Results

Featured Programs **Click to Search (B)**

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 artifacts, a fun assortment of books, magazines, cameras, toys, clothing, newspapers, photographs, music and more. Discover "what was that" and "how was it used" by observation and deduct...

[Read More](#)

[Bookmark](#) [Add To Wishlist](#)

Dallas Heritage Village




Town and Country: Grades Pre-K/K

Does where you live change how you live? Explore our Victorian Village and learn all about 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?...

[Read More](#)

[Bookmark](#) [Add To Wishlist](#)

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, the spoken word. By identifying the themes in the written word, students will create original works of poetry. By listening to music, they can create poetic verses by using onomatopoeia. By partici...

[Read More](#)

[Bookmark](#) [Add To Wishlist](#)

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, Shake Rattle & Roll: a Snakes Tale, Bob the Dragon Meets Samantha the Chicken ... grades vary.....

[Read More](#)

[Bookmark](#) [Add To Wishlist](#)

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. Terrariums with live organisms will be used to investigate living and non-living th...

[Read More](#)

[Bookmark](#) [Add To Wishlist](#)

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....

[Read More](#)

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The screenshot shows the Learning Partners Catalog Search page. The browser tabs include "New Submission", "Learning Partners | Big Thought", and "LP Search - Learning Partners". The address bar shows the URL "https://bigthought.org/LearningPartners/Catalog/Search.aspx". The page has a navigation bar with "Catalog", "My Stuff", and "More Info" tabs. Below this is a sub-navigation bar with "Featured", "Search", and "Results" tabs. The "Search" section includes a "Search" heading and an "Advanced Search" section. The "Advanced Search" section contains several dropdown menus for "Grade", "Core Curriculum", "Time Frame", "Art Form", "Culture", "Format", "Provider", and "Collection". There is also a "Keywords" text input field and a "Bilingual Presentation" checkbox. Below the search filters are three buttons: "Search Now", "Clear Search", and "View Printable Summary". A red arrow points to the "Search Now" button with the annotation "Click to Search (C)". Another red arrow points to the "Art Form" dropdown menu with the annotation "Refine Search (C)". A third red arrow points to the "Keywords" text input field with the annotation "Search with Keywords (C)". Below the search filters is a table with four columns: "Name", "Provider", "Arts", and "Science/Social". The table lists four activities: "Art at the Arboretum - Self-Guided Field Trip - During School Day", "Art at the Arboretum - Self-Guided Field Trip (Main Garden only)", "Auditorium Program: Nuts the Squirrel", and "Auditorium Program: Wishing for Wings". A red arrow points to the first row of the table with the annotation "Select correct activity (D)".

Search

Advanced Search

Grade: All Grades Art Form: All Art Forms

Core Curriculum: All Core Curriculum Culture: All Cultures

Time Frame: All Time Frames Format: All Formats

Keywords: Arbor Bilingual Presentation: ☐

Provider: All Providers

Collection: All Programs

Search Now Clear Search View Printable Summary

Name	Provider	Arts	Science/Social
Art at the Arboretum - Self-Guided Field Trip - During School Day	Dallas Arboretum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Art at the Arboretum - Self-Guided Field Trip (Main Garden only)	Dallas Arboretum	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Auditorium Program: Nuts the Squirrel	Dallas Arboretum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Auditorium Program: Wishing for Wings	Dallas Arboretum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Learn plant parts and plant and animal interdependency.
- Book: All the World by Liz Garton Scanlon ISBN 1416985808

Details

Dates: Monday - Friday
Times: Open
Duration: Variable
School Fee: \$8 per student/ 1 free teacher per 8 students/ \$15 per additional adult / Includes entry to Children's Adventure Garden
Minimum Attendance: 15
Maximum Attendance: 800
Bilingual: No
Technical Needs:
Other Information: Garden Hours 9am-5pm

Curriculum Information

Lesson Plans
No lesson plans available to view

Standards
Select grade level(s) for standards to be displayed:
☒ Kindergarten ☒ 1st ☒ 2nd ☒ 3rd ☒ 4th ☒ 5th

Click to Display TEKS (E)

Policy: and approval code is due within 10 business days of booking your program. Your remaining balance is due two weeks before your scheduled visit date. A program is confirmed when you receive your contract by e-mail. Should inclement weather or unforeseen circumstances prevent the program from taking place as scheduled, the Arboretum will work with you to reschedule. Changing dates for a program can be made with sufficient advance notice and we will make every effort to reschedule your program to an alternate date. *No refunds will be given for absent students. All programs will begin promptly at the time scheduled. The Dallas Arboretum is not responsible for groups who arrive late. *Cancellation of the program after confirmation is subject to full payment.
After School Policy: After School Policy: An on site teacher or after school staff person must be present for the duration of the workshop. All student participants must adhere to the policies and procedures of the provider program as well as the rules and regulations of the school/ site itself. School/site must provide a clear, clean space or classroom for each session.

Learning Expectation

TEKS/Objectives Addressed *

Copy/Paste Appropriate TEKS Here (F)

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

Funding Source

Funding Source *

☐ Activity Fund

☐ Learning Partners – Science and Social Studies

☐ General Operating

☐ Other

☒ Learning Partners – Fine Arts

☐ Grant

☐ Magnet

Trip Total\$ **B** **Voucher # *****C** **Transportation Approval Code *****D** **Upload Voucher Copy**

Document Name *

Voucher Copy

Upload *

Upload

Click to upload scanned copy of voucher (E)

	Type	Date
Fundraisers	F <input type="text"/>	<input type="text"/> 
Payment Plan	G <input type="text"/>	<input type="text"/> 

Amount

\$

Date



Add

10. Final Steps:

- Enter details of your field trip itinerary.
- Attach files as requested by your principal (such as student roster, etc.)
- Click Submit

Field Trip Itinerary

Date	Event	Time (?)
<div>A</div>		<div>hh:mm AM</div> <div>AM</div>
<div>Add</div>		

Attach Files

Document Name

B

Upload

Add

Submitter Information

Campus Information

Submit

C

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

<http://bit.ly/disdvpatracker>

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.

Visual & Performing Arts Transportation Tracker

File Edit View Insert Format Data Tools Add-ons Help Last edit was 7 minutes ago

VISUAL & PERFORMING ARTS DEPARTMENT
Transportation Tracker

SELECT your school from the menu below:

Adamson HS

Event	Division	DCS/Charter	Confirmation #	Bus Barn/Charter Co.	Emergency Number	Wheelchair Passenger
Football Game Through September only.	Band	DCS	676362	Raney	972.224.7050	
Football Game Through September only.	Band	DCS	676380	Raney	972.224.7050	

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.

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