

## Scheduling Transportation for Science & Social Studies funded vouchers

Before scheduling the transportation, you will need access to the Learning Partners Payment voucher for that specific trip. An example of a Learning Partners Payment Voucher is on page. 26.

Learning Partners Site Coordinators may access the Learning Partners Payment voucher information:

- Log in Artbiz ([www.bighthought.org/learningpartners](http://www.bighthought.org/learningpartners)).
- Go to My Stuff, My Vouchers.
- Locate the program and then click on the printer icon to the far right.
- This will open the Learning Partners Payment voucher information for that program.

The fund is noted on each Learning Partners voucher Information Payment Voucher as to either a Fine Arts Funded or Science and Social Studies funded voucher. This is always located directly underneath the school name and above the provider listed for that particular program

Here's an example of what a voucher that is funded with a Science & Social Studies Fund would look like:

ArtsPartners Payment Voucher

Expires if not scheduled and confirmed by 12/31/2018

School:	Apple Turner Elementary	Lead Teacher:	Tarona Brown
	2018-19 Dallas ISD Science & Social Studies Fund		
Provider:	Children's Aquarium at Fair Park	Grades:	1st
Program(s):	Children's Aquarium at Fair Park Field Trip		

	Amount Approved	Voucher#	Approval Code
Programming	\$132.00	12220	1X64
Transportation	\$100.00	12220	T8TR

The transportation and programming have the same Voucher# but a DIFFERENT Approval Code!!

### For Science & Social Studies funded buses will be reimbursed by the STEM department.

- Contact Elaine Williams in STEM department  
[Elwilliams@dallasisd.org](mailto:Elwilliams@dallasisd.org); (972) 925-6779
- Send Ms. Williams a copy of the Learning Partners voucher information page and the transportation line code that your school will be using to order the bus.
- Ms. Williams will transfer the approved amount to your school's transportation line code. When the trip is over, the transportation bill is to be paid by your campus using those funds.

# Transportation for Learning Partners-Funded Trips

You may choose to use your Learning Partners funds for transportation to a Learning Partners funded fieldtrip.

There are different procedures to secure transportation depending on which fund you used to make the voucher.

You will need access to the Learning Partners voucher Payment voucher for that specific trip. See an example on page 25. You will see it has the voucher number, approval code and approved amount.

## **For Science and Social Studies transportation:**

- Contact Elaine Williams, STEM Dept.  
elwilliams@dallasisd.org; (972) 925-8934
- Send Ms. Williams a copy of the Learning Partners voucher information page and the transportation line code that your school will be using to order the bus.
- Ms. Williams will transfer the approved amount to your school line code and your school will pay for it with the transferred funds.

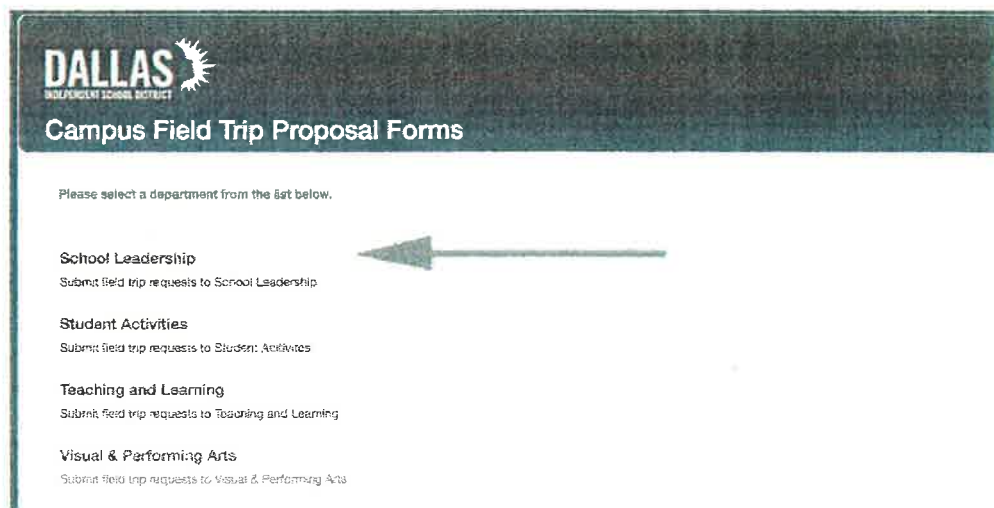
**Transportation must be scheduled 21 days prior to the field trip date.**

## Learning Partners (Science & Social Studies) 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



Organization  
Finance

User name


Password

Forgot password?

This is a public computer

OR


Sign in with:



Forgot [password](#)

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\***  
School Leadership

**Transportation\***

<input type="checkbox"/> Charter Bus	<input type="checkbox"/> Dallas County Schools
<input type="checkbox"/> Airplane	<input type="checkbox"/> Walking
<input type="checkbox"/> Magnet Bus	<input type="checkbox"/> Other <input type="text" value="E. To be scheduled by V&amp;PA"/>

**Special Needs Request (handicapped bus, etc.)**

F

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)

Destination Information						
<b>Destination*</b>		<b>Departure Date*</b>		<b>Return Date*</b>		
A		B		C		
Value is required.		Value is required.				
<b>Physical Address*</b>	<b>City*</b>	<b>State*</b>	<b>Zip*</b>	<b>Departure Time* (H)</b>	<b>Return Time* (H)</b>	
D	E	TX	G	H	I	
				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 C                                      Yes No 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.

**Tip:** Make sure that you choose Science or Social Studies TEKS! If you don't the STEM Department will not pay for it with Science & Social Studies Funding .

MICHAEL HINOJOSA, ED.D.  
SUPERINTENDENT OF SCHOOLS



Timothy

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

Username: Password:

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


**LEARNING PARTNERS**  
A Division 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 deducti...

[Read More](#)

**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 of the turn of the century. How did you earn money? How was it spent? Did the town and the country road each other? Why?...

[Read More](#)

**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...

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**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 Snake's Tale, Bob the Dragon Meets Samantha the Chicken... grades vary.....

[Read More](#)

**Dallas Arboretum**




**DALLAS ARBORETUM Education**

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: g... bugs and millipedes. Terrariums with live organisms will be used to model both living and non-living it...

[Read More](#)

**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 a web browser window with the URL <https://bigthought.org/LearningPartners/Catalog/Search.aspx>. The page title is "LEARNING PARTNERS" and it is described as "A Program of Big Thought". The browser tabs include "New Submission", "Learning Partners | Big Thoug", and "LP Search - Learning Partners".

The search interface includes a navigation bar with "Catalog", "My Stuff", and "More Info". Below this is a "Search" section with "Advanced Search" options:

- Grade: All Grades
- Core Curriculum: All Core Curriculum
- Time Frame: All Time Frames
- Keywords: Arbor
- Provider: All Providers
- Collection: All Programs

On the right side, there are "Refine Search" options:

- Art Form: All Art Forms
- Culture: All Cultures
- Format: All Formats
- Bilingual Presentation: [dropdown]

Annotations with arrows point to:

- "Refine Search (C)" pointing to the Art Form dropdown.
- "Search with Keywords (C)" pointing to the Bilingual Presentation dropdown.
- "Click to Search (C)" pointing to the "Search Now" button.
- "Select correct activity (D)" pointing to the first row of the search results table.

Buttons at the bottom of the search form include "Search Now", "Clear Search", and "View Printable Summary".

Name	Provider	Act	Search Social
<a href="#">Art at the Arboretum - Self-Guided Field Trip - During School Day</a>	Dallas Arboretum		
<a href="#">Art at the Arboretum -Self-Guided Field Trip (Main Garden only)</a>	Dallas Arboretum		
<a href="#">Auditorium Programs: Nuts the Squirrel</a>	Dallas Arboretum		
<a href="#">Auditorium Program: Wishing for Wings</a>	Dallas Arboretum		

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Learn plant parts and plant and animal interdependency.  
 Book: All the World by Liz Garton Scanlon ISBN 1416985806

**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 Oni den's Adventure Garden

**Minimum Attendance:** 15  
**Maximum Attendance:** 800  
**Bilingual:** No  
**Technical Needs:**  
**Other Information:** Garden Hours 8am-5pm

**Curriculum Information**

**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 sites must provide a clear, open 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- Science & Social Studies"
  - b. **Trip Total:** Enter the total cost of the trip. You can calculate this using information from page 23 in the Learning Partners Educator Guide
  - c. **Voucher #** Enter your Voucher Number (provided by Big Thought/Learning Partners)

# Learning Partners Science & Social Studies

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- 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** Select this option! (A)

Activity Fund
  **Learning Partners – Science and Social Studies**
 Learning Partners – Fine Arts

General Operating
  Grant

Other
  Magnet

**Trip Total**

\$ **B**

**Voucher #\*** **C** **Transportation Approval Code\*** **D**

**Upload Voucher Copy**

**Document Name\*** **Upload\***

Voucher Copy Upload ← Click to upload scanned copy of voucher (E)

**Fundraisers** **Type** **Date**

**F**

**Payment Plan** **Plan Type** **Amount** **Date**


**G**  \$

Ads

**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

### Field Trip Itinerary

Date	Event	Time (?)
A		AM
Add		

### Attach Files

Document Name
B
Add

Upload

### Submitter Information

### Campus Information

Submit C

## **Transportation for Science & Social Studies funded transportation (continued)**

### **Once request is completed:**

- 1) Your request will be routed to the campus principal for approval.
- 2) Once the principal has approved, then your Office Manager or you may complete scheduling the bus through Powerfleet.
- 3) After the bus request has been entered into Powerfleet, you will be able to track the request through their system tracker.
- 4) The Powerfleet system will also have the phone number to the bus depot.
- 5) You or your Office Manager will communicate with the bus depot pertaining to this transportation transaction.

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

### **What if my bus is late or doesn't show up?**

You or your Office Manager must call your bus or the bus depot if your scheduled bus is late.

It is the school's responsibility to handle all scheduling and communication with bus depot when scheduling transportation using the Science & Social Studies funding.