

Field Trip/CCR Protocol

Field Trip & CCR Request Protocol

1. Send the request via email, call or text the transportation director. At this point, he can give the requester a dollar estimate. Transportation Director needs to know the following:

- Where
- When
- How Many
- Desired Vehicle

2. Transportation Director will now do a formal estimate via school dude and share it with:

- Central Office Secretary
- Building Principal
- Requestor

3. If requestor believes they have the money to go TD will direct them to records in order to fill out the field trip form.

4. The form will then work through a specific workflow – once it has been approved by all departments the requestor should sign off or review the form within the same records system. You are also able to log on to records and see the approval process at any time.

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