

Submitting Field Trip Requests

(1) Navigate to login.myschoolbuilding.com

Current SchoolDude User? Login Here!

Email Password

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! ▾

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CID:10.200.14.12
SID:SD-PD-LGNWEB-02
CUA:Chrome

(2) Choose Register Here and Use the Info Shown Below

Never Submitted a SchoolDude Request? Register Here! ^

Account Number

First Name Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

NOTE: Registration will be complete after you submit your first request.
New users are not saved until their first request has been submitted.

Note: Registration doesn't actually happen unless you submit a School Dude field trip request on the next page. After submitting your first request, your username and password are saved and you can login using those credentials next time or view submitted requests.

Trip Request

Welcome to Cleveland City Schools Trip Portal!

Please be yourself, click [here](#) if you are not Joe Teacher

Need Assistance? Contact Valerie Mack at ext 2402 or vmack@clevelandschools.org.

Booked By

<input checked="" type="checkbox"/> First Name Joe	<input checked="" type="checkbox"/> Last Name Teacher	<input checked="" type="checkbox"/> Email jteacher@clevelandschools.or
Phone 4237091243	Pager	Mobile

Booking Details

Trip Name 6 Yellow Aquarium Field Trip

Trip Destination Tennessee Aquarium - Chattanooga, TN

Departing Location Cleveland Middle School

Organization Curriculum & Instruction

One Way Round Trip

Trip Package -- Select Trip Package -- [View Trip Package](#)

Departure Date 11/1/2018

Trip Departure Time 9:00 AM

Organization:
 CTE/Fine Arts - All CTE Classes or Art, Band, etc. Field Trips
 Curriculum & Instruction - Academic Field Trips
 Overnight - Overnight Field Trips
 Sports - Athletics Field Trips
 Student Services - Other Field Trips

Return Date 11/1/2018

Trip Return Time 1:00 PM

Transportation Type

Click on the transportation type below that best suits your needs:

<input checked="" type="checkbox"/> Car	<input type="checkbox"/> Charter Bus	<input type="checkbox"/> Commercial Airline
<input type="checkbox"/> Multiple Types	<input type="checkbox"/> School Bus	<input type="checkbox"/> Van
<input type="checkbox"/> Walking	<input type="checkbox"/> Wheelchair Equipped Vehicle	

Number Of Vehicles:

Trip Contact

Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.

<input checked="" type="checkbox"/> First Name Joe	<input checked="" type="checkbox"/> Last Name Teacher	<input checked="" type="checkbox"/> Email jteacher@clevelandschools.or
Phone 4237091243	Pager	Cellular

Attendees

Faculty
Joe Teacher
Jane Teacher

Supervising Adults
Mary Sue
Ricky Bobby

Number of students 55

Number of adults 4

Total Attendees 59

Cost per student 8.00

Cost per adult 0.00

List all employees going under the faculty field. List any adults not employed by CHS going under supervising adults.

Notes

Educational Objective Explain educational objective here.

Special Needs and/or Trip Requirements We will need 59 sack lunches. We will need a wheel chair for a student.

Other Trip Requirement Example: We will not need lunch for the 55 students that will be on this trip.

Security

Submittal Password [Forgot Password?](#)

The Submittal Password For Everyone Is: password