

Informed K12

How to Submit a Field Trip Request



To fill out forms online using Informed K12, **all you need is a link**. Once you fill out the electronic form, you will be prompted to **send it on to the next approver**, and from there it will **automatically move through the approval route**.

1. Access your form

You can find the [Field Trip Form](http://www.pccsk12.com/staff/field-trip-request-page) (<http://www.pccsk12.com/staff/field-trip-request-page>) on your district website by clicking on **Staff** and **Field Trip Forms**.

2. Enter your Name and Email

Click on Go to form to begin filling it out! You do not need an account to fill out the form.



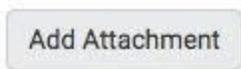
3. Fill out all required fields (in red) and add any attachments

Red Fields are REQUIRED.

Yellow Fields are optional.

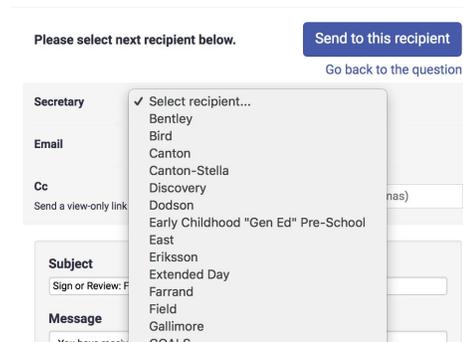
You can also **add attachments** by scrolling to the bottom and clicking "Add Attachment."

Attachments:



4. Click on the red SUBMIT FORM button and select your school site.

You must **select your school site or department** from the recipient drop down in the window that pops up.



IMPORTANT!

You will **receive a link to your email** with a copy of your form once you submit it. To **see the progress of your form** as it moves through the district, **refer back to it**. No worries if it gets lost though, you will **also receive an email when the form has finished going through the approval route and is completed!**