

TCSD #1 Field Trip Information and Procedures

Initial Information

- If you have not received a Tripfinder login yet, please [fill out this request form](#) to receive one.
- Next, read the [Tripfinder Quickstart Instructions pdf](#) on the Transportation web page (www.tcsd.org/transportation).
- Finally, click on the [Tripfinder link](#) on the Transportation web page to begin submitting field trip requests.
- To view Field Trip day closures & availability, [CLICK HERE](#)

General Procedures & Rules

- Please submit field trip requests at least 10 school days in advance.
- For any last minute request(s), especially the week-of, please contact the Transportation Department at 733-4943 to make sure they can accommodate your request. There are no guarantees, but they will try their best.
- The new, approved window for field trip requests is between **9:15 AM and 1:45 PM** daily. This is to avoid conflicts with our regular morning and afternoon bus routes. Trips outside of this window most likely will be denied.
- Field trips that are approved by the Transportation Department will turn green in the “Status” box on your personal field trip grid view. Teachers and principals will both receive confirmation emails for each approved trip.
- The Transportation Department will approve field trips the week before those trips are scheduled to go out. If your trip is within the 9:15 AM - 1:45 PM window, it will most likely be approved. If you ever have any concerns about trip approval in advance, please email Kelly Hatch at khatch@tcsd.org or call the Transportation Department at 733-4943.
- Students must always be accompanied by a teacher, para or designated TCSD staff person on all field trips.
- For trips traveling to **GTNP & Yellowstone**, [CLICK HERE](#) for more information. Your group's teacher will be required to have a waiver ready or to pay for your bus.

Submitting Trip Requests

- Go to [Tripfinder](#)
- Log in (Client ID is tcscd, User Name is your email, Password is password)
- Click *Submit New Request* in top right of screen
- Fill out all required fields as denoted with a *
- Click *Save & Close* when complete.

If you are entering multiple trips that have similar times/details but different days, you can follow steps 3-4 and then before saving, click *Save as Template*. This template can then be used for future entries at the top of the field trip submittal page.