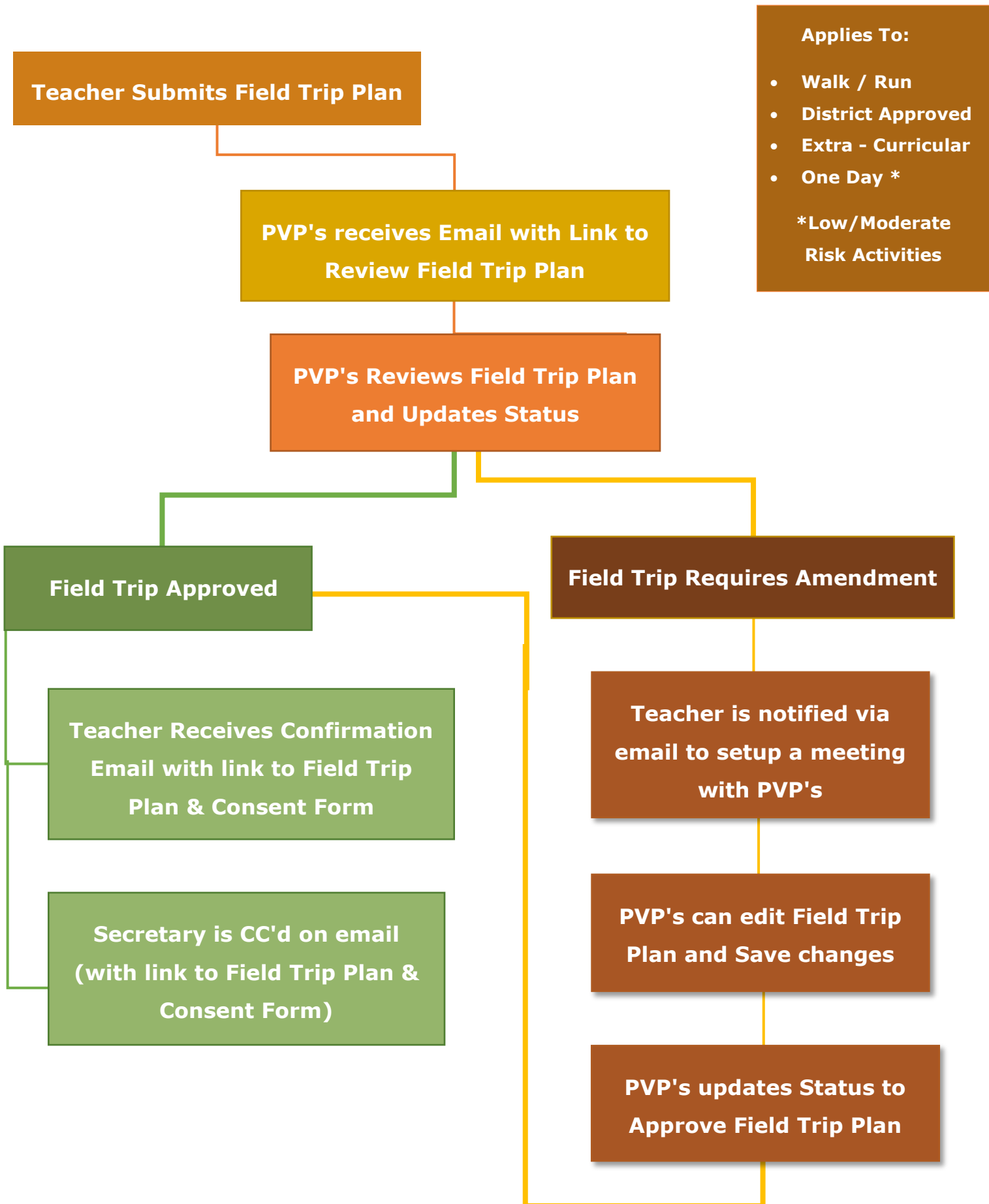


# Low / Moderate Risk - Workflow



# School Administrator Receives Field Trip Plan

PVP's will receive an email with a link to the Field Trip Plan.

Hello Cedar Elementary Administrator(s),

TEACHER NAME has just submitted a One Day Field Trip.

**Name of Field Trip:** Paradise Mini-Golf in Parksville  
**Activities Chosen:** Mini-golf

**Lead Teacher:** TEACHER NAME  
**Lead Teacher Cell:** (778) 123-4567

Please visit the link below to Approve the Field Trip Plan.

[View/Print Field Trip Plan](#)

Online Field Trip Procedures  
Nanaimo Ladysmith Public Schools

Hello PRINCIPAL NAME 1/6/21

Create New Field Trip Resources My Account Consent Forms

Extra-Curricular (Sports & Clubs)  
FIELD TRIP NAME

Submitted on January 28, 2021 | By TEACHER NAME

School: Bayview Elementary  
Plan Submitted By: TEACHER NAME  
Email Address: TEACHER EMAIL ADDRESS  
Lead Teacher(s): TEACHER NAME  
Lead Teacher Cell: 250-123-4567  
Field Trip Planned: Other Sport/Club  
Field Trip Name: Grade 6/7 Boys & Girls Workout Sessions  
Field Trip Costs: Free

Method of Transportation: Volunteer Driver

I confirm that I will have a Volunteer Driver/Passenger List available at the school office and with lead teacher: Checked  
I confirm that all parent drivers will have completed the VOR and CRC forms: Checked

## School Administrator – Updates Status

Only PVP's can see the Update Status section and Consent Form button

Field Trip Status \*

Please specify if the Field Trip Plan is approved or denied, this will then send a notice to the teacher.

Pending  Approved  Denied  Amendment Needed

[Consent Form](#)

[Update Status](#)

Depending on the status, different messaging will appear in image above and will trigger different email notifications to the teacher & secretary.

The Field Trip **Departure Bay Beach** has been **Approved**.

[View Field Trip Plan](#)

[View Consent Form](#)

Thanks,

Quarterway Elementary Administrator

**Approved:** The Teacher & Secretary are sent an email letting them know the Field Trip has been approved. A link to the Field Trip Plan and Consent Form are provided.

Schools/Teachers can decide best practices on who should process the Consent Forms.

**Denied:** The teacher is sent an email notifying them the Field Trip is denied.

The Field Trip requires an **amendment** before we can proceed. Please connect with me so we can make the necessary changes.

[View Field Trip Plan](#)

*Thanks,*

*Administrator*

**Amendments Needed:** Sends a notice to the teacher stating that amendments are required before the Field Trip can be approved.



\*Only the PVP's can make edits to the Field Trip Plan at this time. You can select the Edit button along the right of the page to make any necessary edits (save button located at the bottom of the page).

When happy with the changes you can then update the Status to continue the approval process.