

Field Trip Request Process

InfoFinder is an online field trip software for teachers to enter field trip requests for an approval. This new software will replace the paper process that was previously done.

There are 5 levels of approvers for a field trip request:

Level 1- Teacher

Level 2- Nurse

Level 3- Principal

Level 4- Director

Level 5- Transportation Director

Level 1 - Teachers

- 1- Access InfoFinder by clicking on “Faculty & Staff Use > Staff Resources and Forms” tab on the district homepage and select “Community Pass / Field Trip” Select
- 2- Enter your username and password
- 3- Select “Field Trips” from the top menu bar
- 4- Select “New Field Trip” to begin the approval process.
- 5- Enter the required information
- 6- Select the notes tab and enter the reason for the field trip
- 7- No change

Once you save the form, an email will be sent to the next level approver. The email will be sent from: Infofinder LE <transfinderfieldtrip@wayneschools.com> with the subject line: Field Trip Request # ‘The name of the field trip’

Once the next level approver, approves the field trip request, an email is sent to the requestor.

Level 2-5 Nurses / Principals / Directors

When you receive an email from Infofinder LE <transfinderfieldtrip@wayneschools.com> with the subject line: Field Trip Request # ‘The name of the field trip’,

- 1- Log into InfoFinder LE, select “Field Trips” and click search.
- 2- Select the field trip to approve
- 3- Change the “Status” to “Approved or Denied” and click “Save” at the bottom of the page.

Once you save the form, an email will be sent to the next level approver. The email will be sent from: Infofinder LE <transfinderfieldtrip@wayneschools.com> with the subject line: Field Trip Request # ‘The name of the field trip’