

## On-Line Field Trip Application Instructions

Complete and save the field trip permission slip prior to starting the on-line application. To access the Red Clay permission slip click or copy the link below:  
(<http://redclay.schoolwires.net/Page/135>)

To access the application click or copy the link below:

(<https://www.astihosted.com/RCCS/FormsV2/User/Forms/TransitToFormSubmission.asp?fid=G UQ3121192311112>)

1. Enter your user id and password. If you receive a Login Failed error click on “**password reminder**” and type in the last four digits of your social security number. The password will be sent to your email address. Once you receive the password, sign in and proceed to step 2. (Contact 552-3753 if you need assistance with your user id and/or password)
2. To save the website on your desktop, simply right click in a blank area and left click on “**create a short cut**”. The short cut will be placed on your desktop. The next time you need to sign into SchoolStream, just double click the icon on your desktop and you will be directed to the SchoolStream website.
3. There are two Field Trip Request Forms listed. Select “**Field Trip Request Form - Special Schools Form**” for Meadowood, Central, or Richardson Park Learning Center field trips. Select “**Field Trip Request Form**” for all other elementary and secondary school field trips.
4. Fill in all required fields and upload the permission slip by clicking on “**Click to Upload Files**” then click on “**Browse**”, the document folder will open. Locate the permission slip and double click on it, next click on “**Add**” then “**OK**”. The permission slip should now be attached to the form. Complete the information on the bottom of the form to route it to the Principal for approval. Click on “**Submit**”.

The field trip form will be routed to the Principal. Once approved by the Principal, it will be forwarded to the Transportation Department. A Transportation Department representative will send an email to the submitter confirming the availability to provide buses for the trip. If Red Clay is unable to provide transportation, the email will contain the names of alternate vendors to contact. Once transportation is confirmed the form will be approved by the Transportation Department and it will be forwarded to the DOSO Office or Special Services for final approval. Upon final approval, a notification will be sent to the Nutrition Department and the person who submitted the form. The DOSO office will submit the trip on the DOE website and forward approval confirmation to the school secretary.