

## Online Field Trip Tool Procedures

Please ensure that your family emergency contact information as well as your daughter(s) medical information is always up to date in your Family Zone account. This information will be accessed by teachers in the event of an emergency while on a field trip.

- Log into Family Zone account;
- Click on “Field Trips” tool on the bottom of the left hand side of the page;
- Click on name of field trip;
- Acknowledgement of Risk form for field trip will appear;
- Read details about the field trip, student expectations, and volunteering information;
- Check box acknowledging that your daughter has permission to participate in the upcoming field trip;
- Teacher will be notified that you have “accepted” the Acknowledgement of Risk form and read the Student Expectations.
- Click on “Pay Fees” to pay associated field trip fee if applicable.

Please note: Detailed field trip information can be found on your daughter’s grade wiki.