

How to fill out a Field Trip Form on Infofinder:

Go to: <https://infofinderle.transfinder.com/detlakes.k12.mn.us/login.aspx>

All teachers who request field trips should be set up in infofinder. If someone is not, please reach out to Stefany to get a userID/password.

User ID: (will be your first initial and last name ex. sianiro)

Password: password (until you change it yourself)

Click on “Field Trips” on the blue bar.

Click “New Field Trip”

Please notice there is a statement at the top of the page stating *** All trips must be requested at least 5 full school day(s) in advance. (Next valid date 12/15/18)**. The field trip form will not allow you to fill in a field trip request if it is not the 5 full days in advance from the date you are filling out the form. The date in parenthesis will let you know the next day a field trip request will be accepted.

Sections with the ***** symbol are required fields that need to be filled in before saving the requested field trip.

Under “Template” the majority of field trips that the schools would participate in are there to be selected. If any are missing, let me know and I can add them.

Once you’ve chosen your “template” the address of the location you choose should auto fill into the form.

Under the “notes” section please fill out any other additional information that is specific to the trip.

There is a section for you to choose where you will be having the cost of the trip billed to at the end of the form. This is a required field. If you cannot find the correct code, please call Stefany.

Once you’ve filled out the form, you can save it. The form will then be sent, via email, to the principal of the appropriate school for approval. Once approved by the principal it will be sent to the transportation department, via email, for the final approval. You should receive an email with the confirmation of approval/denial for the requested trip once completed by the transportation department.