

Field Trips and Donations

How Do I Approve a Field Trip

1. Log into PLZ and select Field Trip Approval tab.

2. This will show the list needing to be approved.

3. Select teacher's name and trip request.

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4. This is the screen when you have selected the teacher and trip. Select Request #1 and the window will expand so that you can review the documents and information related to the trip.

5. Select Field Trip Request School Approver

6. Review trip request and scroll to the bottom to the sign off box. If trip request has been submitted properly, the school approver will have the option to approve or deny in the sign off box.

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