

August 8, 2018

Division of Operations

Trip Planner Field Trip Management System

To: All Staff

From: Anissa Brown Dennis
Chief Operating Officer

As part of its duty to manage risk at a system level, the Office of Safety and Security's Risk Management team approves and tracks 2,900 field trip requests annually. The Office of Safety and Security developed Trip Planner, in collaboration with the Office of Information Technology and School Management and Instructional Leadership. Trip Planner will provide teachers and school administrators with a user-friendly, streamlined field trip submission and approval experience.

Beginning August 6, 2018, Travel Tracker will no longer be used and will be replaced with Trip Planner.

Access and training materials to Trip Planner are available in Canvas under [Safety University](#) and via the Staff Hub > Services > Field Trip Planning or by clicking on the Trip Planner ***Service Request Icon*** on the Staff Hub icon bar, as shown below:



Fully approved and currently pending trips in Travel Tracker will be migrated to Trip Planner by Risk Management. School-based Administrators and Performance, Equity, and Community Response Officers will be responsible for reviewing and approving pending trips that were migrated to Trip Planner.

If you have any questions or need further assistance, you may contact the Office of Safety and Security, Risk Management at 410.313.1271.

ABD/TM/ebw