



QUICK REFERENCE GUIDE

- **LOGIN – MY LOCKER**
- **SELECT – MY SCHOOL BUILDING**
- **SELECT – TRIP REQUEST**
- **COMPLETE –EACH TAB**

TAB BOOKING DETAILS

- **USE STANDARDIZED SCHOOL INITIALS BEFORE EACH TRIP NAME. (Include the name of the organization on the request, too.)**

Administration	ADM
Midway High School	MHS
Midway Middle School	MMS
River Valley Intermediate	RVI
Woodgate Intermediate	WGI
Castleman Creek Elementary	CCE
Hewitt Elementary	HEW
South Bosque Elementary	SBE
Speegleville Elementary	SPE
Spring Valley Elementary	SPV
Woodway Elementary	WWE
Panther Kids	PK

- **TRIP DESTINATION**
- **DEPARTING LOCATION**
- **ORGANIZATIONS**
- **DEPARTURE DATE/RETURN DATE**
- **BUDGET CODES**

TAB TRANSPORTATION TYPE

TRIP CONTACT

ATTENDEES

NOTES

- **THEN SUBMIT**