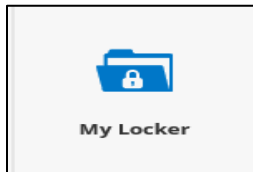




INSTRUCTIONS

www.midwayisd.org

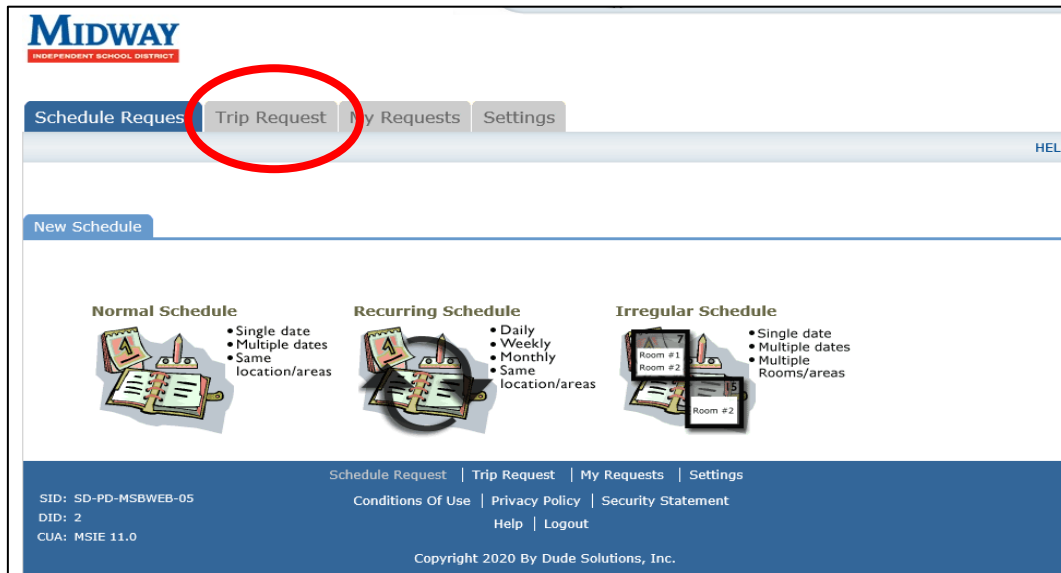


Login through My Locker (located on the Midway homepage)



Select My School Building icon

The following screen will show –



Select the tab labeled **Trip Request** – the trip request form is ready to complete. It automatically shows the requester's name that is completing the form.

Booked By		
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Email
DEBY	GARNER	deby.garner@midwayisd.org
Phone	Pager	Mobile

STEP ONE – BOOKING DETAILS

Booking Details

Yes, submit for estimate only.

Trip Name

Trip Destination

Departing Location

Organization

One Way Round Trip

Trip Package [View Trip Package](#)

Departure Date

Return Date

Trip Departure Time

Trip Return Time

Budget Code

TRIP NAME - Always use the Standardized School/Department initials to begin each title, i.e. CCE Field Trip.

Trip Direct is a universal calendar, so by having the standardized initials as the prefix helps with immediate identification of a trip reservation.

Standardized School Initials

Use these initials as the prefix to ALL events.

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

Also in the Trip Name, include the name of the organization that the request pertains to.

TRIP DESTINATION – Be descriptive and exact.

DEPARTING LOCATION – Locations are either the department or school.

ORGANIZATIONS – Determined by the requester’s location and/or organization.

DEPARTURE DATE/RETURN DATE – Select from the calendar icon.







TRIP DEPARTURE TIME/TRIP RETURN TIME – Select from drop downs.

BUDGET CODES – Select budget code that pertains to the request.

STEP TWO – TRANSPORTATION TYPE

Transportation Type

Click on the transportation type below that best suits your needs:

 Car	 Multiple Types	 School Bus
 SUV	 Van	 Wheelchair Equipped Vehicle

Number Of Vehicles

Complete the box for the number of vehicles needed.

Click on the transportation type that is required for the request. If multiple types of vehicles are needed for the trip request, please click on multiple types. Then in the box for number of vehicles, type the requested number of vehicles and types needed.

STEP THREE – TRIP CONTACT

If the request is being completed by the same person, check the radial box and the fields will be automatically filled in. If request is being completed for another person, please input their contact information.

Trip Contact

Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Pager	Cellular
<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP FOUR - ATTENDEES

Complete the box with the name/names of the Faculty that will be connected to this request. Also, if there are supervising adults, complete the box with their names. **MUST** have number of students and number of adults attending.

Attendees

Faculty	<input type="text"/>		
Supervising Adults	<input type="text"/>		
<input checked="" type="checkbox"/> Number of students	<input type="text"/>	Cost per student	<input type="text"/>
Number of adults	<input type="text"/>	Cost per adult	<input type="text"/>
Total Attendees	<input type="text"/>		

STEP FIVE – NOTES

Complete the information needed in each box.

*****Special Needs and/or Trip Requirements** – this box needs to be completed with driver instructions on where the pickup location/drop off locations will be plus any other information pertinent to the request.

Notes

Educational Objective

Special Needs and/or Trip Requirements

[Submit Request](#)

Then submit request by selecting the “submit request” button.

TO CHECK ON STATUS OF TRIP

Select “My Requests” Tab.

MIDWAY
INDEPENDENT SCHOOL DISTRICT

Schedule Request | Trip Request | **My Requests** | Settings HELP

New Schedule

Normal Schedule

- Single date
- Multiple dates
- Same location/areas

Recurring Schedule

- Daily
- Weekly
- Monthly
- Same location/areas

Irregular Schedule

- Single date
- Multiple dates
- Multiple Rooms/areas

Schedule Request | Trip Request | My Requests | Settings

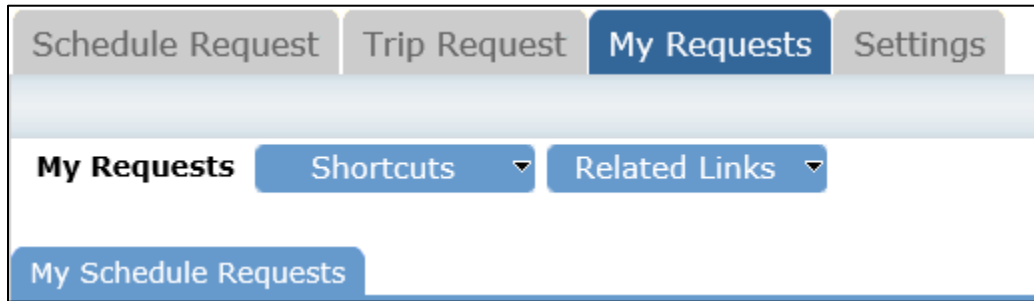
Conditions Of Use | Privacy Policy | Security Statement

Help | Logout

SID: SD-PD-MSBWEB-05
DID: 2
CUA: MSIE 11.0

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The following screen will show.



Select the “Shortcuts” drop down – and click on the “My Trip Requests link”. All of the requester’s trips will show. The requestor will be able to check on the status of the trips requested.

My Trip Requests

Note: Once the trip request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your trip request.

Search for ''

Search this results for: Show All Print This!

1 - 5 of total 5 listed « First Previous Next Last »

Trip ID	Status	Trip State	Trip Destination	Organization	Total Costs
Trip Name	Departing Location	# Students	Package Name	Contact Name	Total Estimated
Departure Date	Return Date Time	# Adults	Educational Objectives	Contact Phone	Costs
Time	Drop Off Location	Attendees			
Pick Up Location					
107	Approved	Active	Temple	MHS Theatre	\$119.44
Janet test	Midway High School	0		DEBY GARNER	\$0.00
6/24/2020 7:00 AM	6/24/2020 11:00 AM	3			
		3			