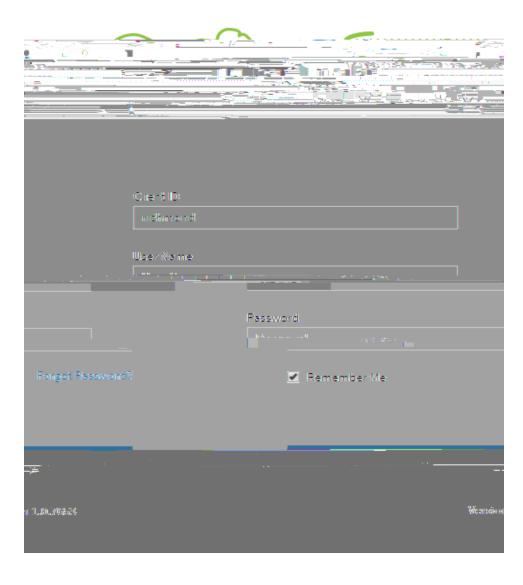
How to approve a Field Trip



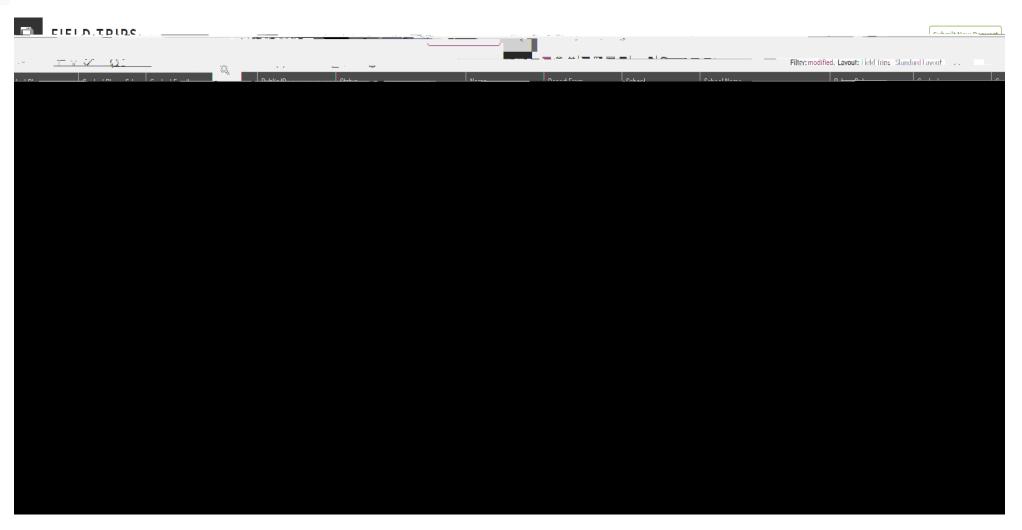


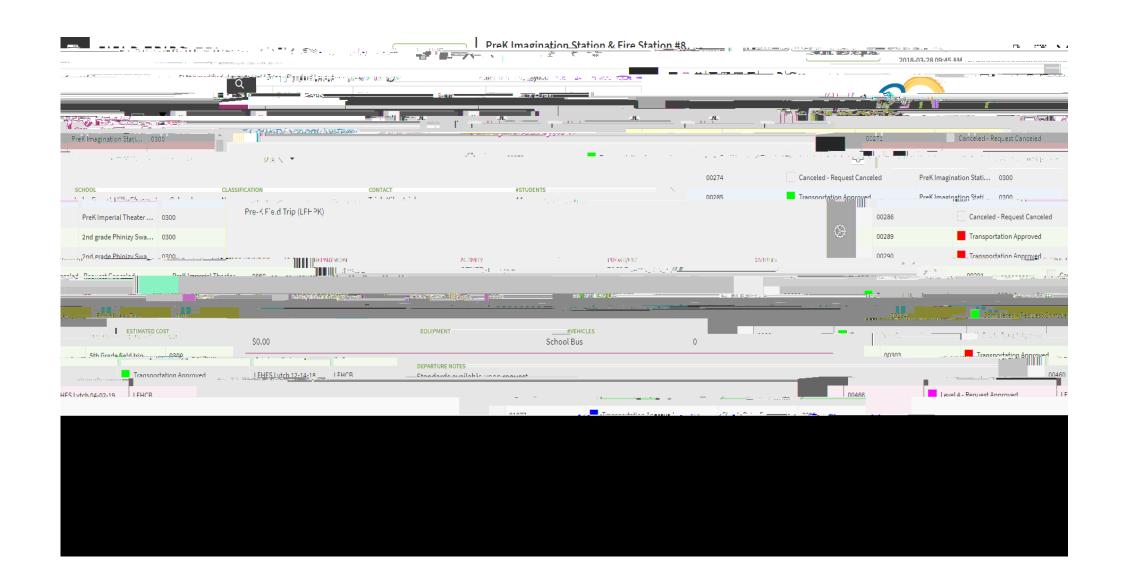
1. Please log in





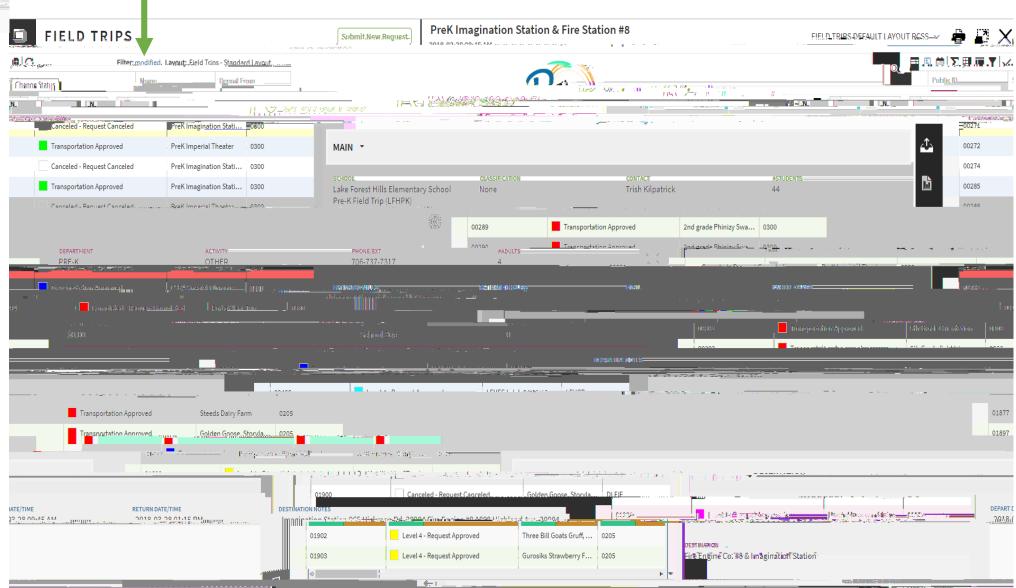
2. From the list, please select the trip that you want to approve and double click on it





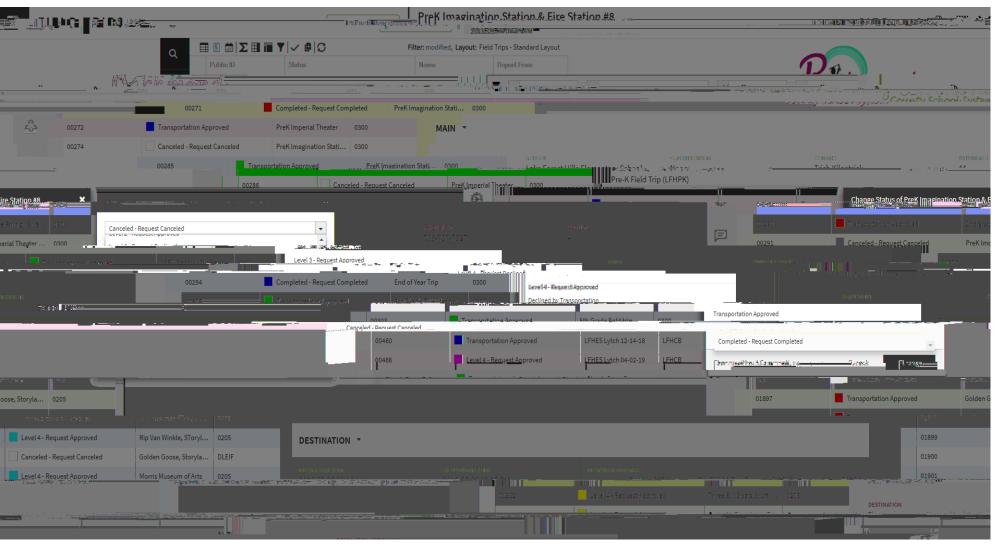


4. Click on the change status icon





5. Select one of the options in the dropdown menu and click **Change**



If you have any questions please feel free to contact me at

706-796-4777 Ext 1215

Or

elsheya@Richmond.k12.ga.us