

Field Trip Instructions

This request must be done in the order listed below.

- Go to the Wonewoc-Center School website: <http://www.wc.k12.wi.us/>
- Click on the **Faculty/Staff** tab at the top.
- Select **Field Trip Form** from the drop down list or from the left hand column.
- Fill out the form completely and click **Submit**.
- When you click submit the form is emailed directly to Dr. Ennis.
- Dr. Ennis will review and determine to approve or deny.
- Dr. Ennis will indicate approved or denied at the top of the form and type her name. Faye will also receive a copy of the email.

- If the form is Approved, go to the next step and complete a Field Trip request in Employee Access using the Field Trip - Hours category.

Do not complete the following step until you receive an approval.

- To activate Employee Access go to the **Faculty/Staff** tab on the website and select **Faculty/Staff Links**.
- Click on **Skyward Employee Access** box.
- Login** with your credentials.
- Select **Time Off** tab and click on **My Requests**.
- Click **Add** from right column.
- Time Off Code: **FIELD TRIP – HOURS**
- Reason: **FIELD TRIP**
- Description: Indicate what hours a sub is needed, where you're going or any other necessary information.

- Start Date: Put in date
- Hours: Type in the hours and minutes you will be gone.
- Start Time: Type in the start time of your field trip.
- Substitute: If a sub is needed select **AASUB NEEDED** from the drop down list. If no sub is needed, leave it blank.

- Select Employee(s): Leave blank
- Click **Save**