

Welcome to

Permission

Manhattan Beach Unified School District began using Permission Click in 2018/19 at the request of school sites that have been searching for a solution to streamline and track the many forms, waivers and other documents required for field trips. This web-based program enables:

- **Internal Approvals:** Submit the field trip/activity request for internal approval online
- **Activity Plans, Waivers & Volunteers:** Develop the activity plan with required information, payment directions, waivers, and volunteer sign-ups online that can be sent to parent via an email link.
- **Reports & Tracking:** As parents respond, trip coordinators will be able to track responses online. Documents parents may submit (e.g. medical information or venue required paper forms) can be printed or downloaded and stored electronically as needed.

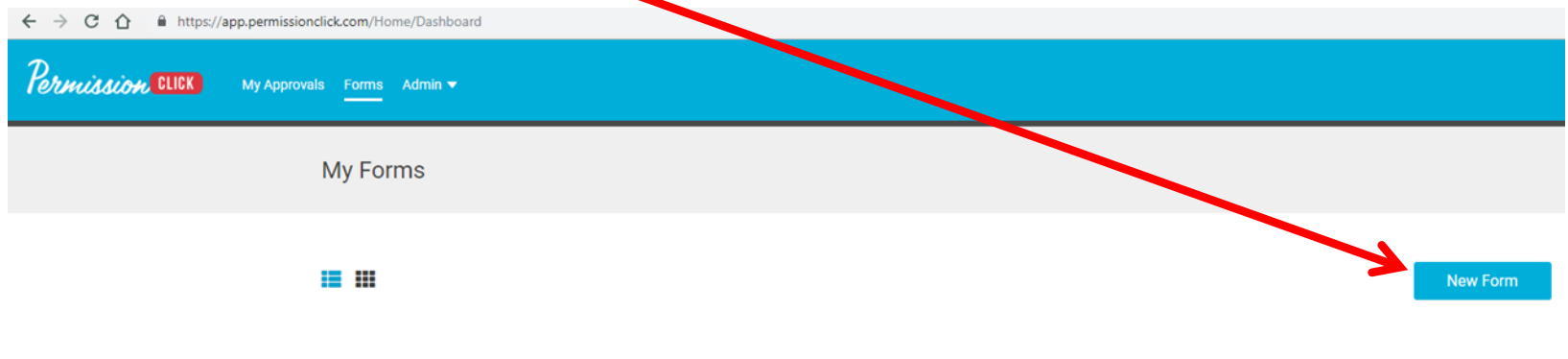
The following pages were developed by Carol Meeks (MCHS) and provide an overview of navigating the site and setting up a field trip. If you need any assistance, please contact your school site's office manager, [Carol Meeks](#) at MCHS, or [Carol Gerken](#) in Business Services.

Field Trip Procedures



<https://auth.permissionclick.com/login>

1. First you will receive an email from Permission Click asking you to “Activate your Permission Click Account.” *(You have to use the link in your email the first time to create your account.)*
2. Please click and activate
3. Once activated begin to create your field trip forms.
4. Click on the “New Form” box in blue located on the right.



5. You will see one of the following views. They are the same - One is in “list view” and the other in “tile view.” Use the “description” to identify which template to use that represents the field trip you are setting up (e.g., needs Board approval, needs volunteers, etc.) The required forms/approvals you need will be automatically available based on the template selected.

Permission **CLICK** My Approvals Forms Admin

Select a template below or search by name

List View

8 templates (0 hidden by search) [clear search](#)

Search All ▾

Name ▲	Description	District or School	Public or Internal
Field Trip - Board Approval Required - High School (2 forms)	Use this Process for all field trips that are any of: Overnight Out of State Over \$25,000 Board approval must be obtained before any deposits are made. Please submit your response by the last day of August (for trips occurring fall semester) or by the last day of November (for trips occurring spring semester). The Board will not approve travel when the request form is incomplete.	District	Internal
Field Trip w/Volunteers - Board Approval Required - High School (3 forms)	Use this Process for all field trips that are any of: Overnight Out of State Over \$25,000 Volunteers Required Board approval must be obtained before any deposits are made. Please submit your response by the last day of August (for trips occurring fall semester) or by the last day of November (for trips occurring spring semester). The Board will not approve travel when the request form is incomplete.	District	Internal
Field Trip w/Volunteers - High School (3 forms)	Use this Process for all field trips that are: Same Day In-State Under \$25,000 Volunteers Required	District	Internal

Permission **CLICK** My Approvals Forms Admin

Select a template below or search by name

Tile View

8 templates (0 hidden by search) [clear search](#)

Search All ▾ A-Z 🔍

Field Trip - Board Approval Required - High School (2 forms)

Use this Process for all field trips that are any of: Overnight Out of State Over \$25,000 Board approval must be obtained before any deposits are made. Please submit your response by the last day of August (for trips occurring fall semester) or by the last day of November (for trips occurring spring semester). The Board will not approve travel when the request form is incomplete.

District Internal

Field Trip w/Volunteers - Board Approval Required - High School (3 forms)

Use this Process for all field trips that are any of: Overnight Out of State Over \$25,000 Board approval must be obtained before any deposits are made. Please submit your response by the last day of August (for trips occurring fall semester) or by the last day of November (for trips occurring spring semester). The Board will not approve travel when the request form is incomplete.

District Internal

Field Trip w/Volunteers - High School (3 forms)

Use this Process for all field trips that are: Same Day In-State Under \$25,000 Volunteers Required

District Internal

Field Trip - High School (2 forms)

Use this Process for all field trips that are: Same Day In-State Under \$25,000 No Volunteers Required

District Internal

Parent Permission, Assumption of Risk, Hold Harmless, Indemnity and

Use this form for all PTA events happening on district ground that require parental permission

District Public

Parent Volunteer Application

Use this form to collect parent volunteer applications. This form includes driver volunteers

District Public

Statement of Insurance on Private Transportation

This form must be filled out once a year for adult volunteers who wish to be driver

District Public

Training Process - Field Trip Approval (2 forms)

Use this process for training and testing purposes.

District Internal

6. You will now see the page below. First enter a purpose or request name and the desired departure date. Once entered click on the area for "Step 1: District Approval." Fill out all of the required information. Note: You can work on "Parent Consent" form as well.

Permission [CLICK](#) [My Approvals](#) [Forms](#) [Admin](#) ▼ [Logout](#)

Process Request 🗑️ 📄 [Exit](#)

Purpose/Request Name **Departure Date**

Don't skip this step or all your field trips will appear under the same name!!

Field Trip/District Approval Form



Parent Consent Form

Field Trip – High School Field Trip – High School

Tuesday March 05, 2019

Use this Process for all field trips that are: Same Day In-State Under \$25,000 No Volunteers Required

Forms

Form	Due In	Due Date	Status	Approvals
Step 1: District Approval				
 Field Trip Approval Request Form - High School	TBD	N/A	Draft	0 of 3
Step 2: Parental Consent				
 Student Participation in Field Trip - High School	N/A	N/A	Not Started	0 of 2

Contacts & Supervisors
Additional organizers, supervisors and/or contacts you would like associated with this process.




No supervisors selected

[Manage Contacts / Supervisors](#)


NOTE: Parent Consent forms can be worked on anytime. Once the trip is approved internally you will be able to send the link to parents.

7. After clicking on approval form in Step 1, the you will be prompted to input your field trip information. After completing all of the information click on the blue box at the top of the page titled, “Send for Approval.” If you do not have all of your information on hand and need to come back to complete your form then click on, “Save & Exit.” Just know that if you do not click on, “Send for Approval” your form will not be sent to the District.

Permission **CLICK** My Approvals Forms Admin Logout

Form Builder   

Send For Approval **Save & Exit**

 Field Trip – High School > Internal Form - Draft v1.0
Template: Field Trip Approval Request Form - High School v5.0
Created by: Carol Meeks on March 04, 2019

Form name
Enter a name for this form.

Field Trip Coordinator(s) Name(s) and Position(s): *

Department and/or Site: *

Name(s)/Grade Level(s) of Class(es) Participating: *

Do you have multiple trips planned for the year? *

Event Date: (YYYY-MM-DD) *

Departure Time: *

Return Time: *

7. Once you have submitted your information and clicked, “Send for Approval” you will see that in your forms you will be labeled as, “Pending Approval.” You will see something like below.



The screenshot shows the 'Permission CLICK' web application interface. At the top, there is a blue navigation bar with the 'Permission CLICK' logo, menu items for 'My Approvals', 'Forms', and 'Admin', and a 'Logout' button. The main content area is titled 'Process Request' and includes a 'Draft v1.0' label and creation information: 'Created by: Carly Duncan, January 18, 2019'. A red arrow points from the top of the page down to the 'Pending Approval' status in the table below.

Field Trip - Board Approval Required - High School
Use this process for all field trips that are any of: Overnight Out of State Over \$25,000 Board approval must be obtained before any deposits are made. Please submit your response by the last day of August (for trips occurring fall semester) or by the last day of November (for trips occurring spring semester). The Board will not approve travel when the request form is incomplete.

Enter a Purpose or Request Name:

Desired Departure Date:

Forms

Form	Due In	Due Date	Status	Approvals
Step 1				
 Overnight Field Trip Approval Request Form - Test	TBD	N/A	Pending Approval	1 of 3
Step 2				
 Student Participation in Field Trip - High School	TBD	N/A	Not Started	0 of 2

8. Approved yet? Once you see the green, “Approved” on your request you are good to go! (You will also receive an email letting you know your form was approved.)

Permission **CLICK** My Approvals Forms Admin ▼ Logout

Process Request ☰ Exit





Draft v1.0
Created by: Carly Duncan, January 18, 2019

📁 Field Trip – High School
Use this Process for all field trips that are: Same Day In-State Under \$25,000 No Volunteers Required

Enter a Purpose or Request Name
Choir to Biola University

Desired Departure Date
Friday March 29, 2019

Forms

Form	Due In	Due Date	Status	Approvals
Step 1				
  Choir to Biola Univeristy - Field Trip Approval Request Form	TBD	N/A	Approved	N/A
Step 2: Step 2				
  Choir Trip to Biola University	N/A	N/A	Approved	N/A


9. Parent/Student Forms. You can use this area to complete all of your parent permissions and student permissions/permission slips.

Process Request

Exit

Draft v1.0

Created by: Carol Meeks, March 04, 2019

 Field Trip – High School

Use this Process for all field trips that are: Same Day In-State Under \$25,000 No Volunteers Required

Enter a Purpose or Request Name

Desired Departure Date

Field Trip – High School

Tuesday March 05, 2019 ▼

Forms

Form	Due In	Due Date	Status	Approvals
Step 1: District Approval				
 Field Trip Approval Request Form - High School	TBD	N/A	Draft	0 of 3
Step 2: Parental Consent				
 Student Participation in Field Trip - High School	N/A	N/A	Not Started	0 of 2

Parent Consent Form



Contacts & Supervisors

Additional organizers, supervisors and/or contacts you would like associated with this process.

No supervisors selected


Manage Contacts / Supervisors

10. Once the Parent Consent form is completed, a response “dashboard” will be available to the coordinator(s). From here you can:

- Copy and send form link to appropriate parents via email
- See responses and download reports, attachments, ... and more!

4th grade to la zoo (v1.0)

Permissions



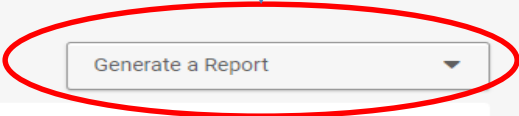
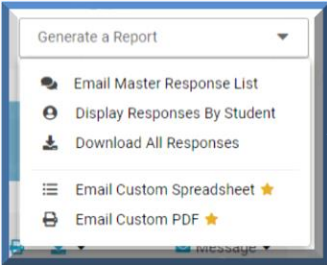
Granted 1 Not Granted 0

Form Details Manage Responses Order Summary Received Files

<https://permission.click/LEqB8/us> **Copy** Anyone with the link can respond.

Search Responses Show All 10 Per Page [Print] [Download] [Message]

Child First Name	Child Last Name	Respondent	Response Date	Status	Notify
	Gerken	cgerken@mbusd.org Carol Gerken	Apr 02, 2019	Responded Permission Granted	



11. Reports can be downloaded in Excel or PDF format for each trip summarizing the responses. Coordinators can add payment details or other information to these downloaded forms as needed.

12. Want to add an online payment option? If the District is collecting parent donations for your activity, contact [Business Service](#) about the option to set up a [MySchoolBucks payment portal](#). If the PTA or MBX/Boosters are collecting donations, please contact those organizations about online payment options that may be available.

Sample of Master Summary Excel Report:

Master Summary: This report shows you all of the information that was collected for your form including your ticket information.									
Form Name: Parent Permission for Student Participation in Pali 6th Grade Science Camp Field Trip - MBMS									
School:									
Teacher: Kerry Aguero									
ORDER INFO					PARENT FORM RESPONSES				
Last Name	First Name	Parent Last Name	Parent First Name	Email	Date Signed	Parent Home Phone Number	Parent Work Phone Number	Family Medical Insurance Carrier	Parent
					Dec 1 2018	(310) 545-1457	(310) 749-9297	Kaiser Permanente	183
					Nov 9 2018	(805) 377-7366	(805) 313-6416	Anthem Blue Cross	JXF

Permission Click can also be used to:

- Process activity consent forms/waivers for events that will be held on campus but are not District sponsored (e.g., carnivals, movie nights, etc.)
- Sign up chaperones, volunteers, and volunteer drivers separately from a specific field trip

Happy Planning & Thanks for Reading!