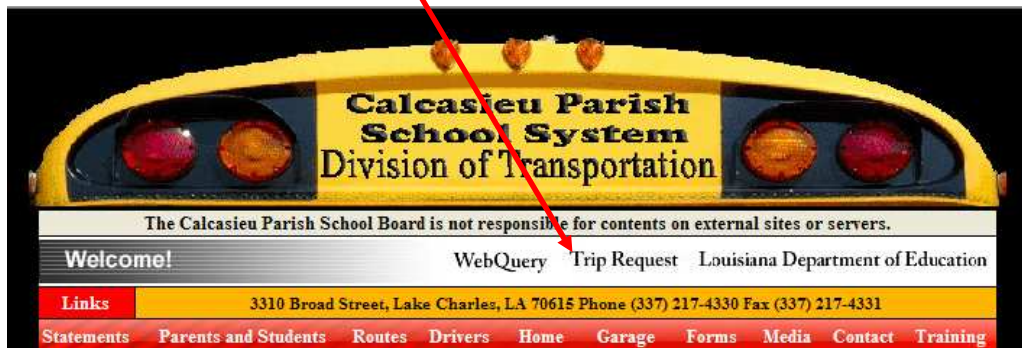




Calcasieu Parish School System Division of Transportation

When you receive an email from me saying you have an approval request waiting for your approval, please delete the notification and do the following.

1. Please go to our Transportation Web Site.
Click <http://www.cpsb.org/system/transportation/>
2. Move your mouse to the icon to the left on our website and click on it.



3. You may be asked to log in. If so please use you email login and email password to get in.
4. Once you get into the software please go to “Waiting Approval” to see if there are any field trips awaiting your approval.



5. If you only need to see the field trips for your school that have already been approved please click on the “**HOME**” button. All your approved field trips should show up there. If they do not please email me below. Any teacher can view their individual field trip requests this way as well.
6. Please forward this to anybody that asks about it who has anything to do with approvals.