

Santa Cruz Valley Unified School District #35 Field Trip Estimator Worksheet Tips

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- 1 Click on the Worksheet tab below to access the worksheet

 - 2 To save each request as it's own; select File - Save As-, create or find a folder to save these in (folder name of Field Trips comes to mind). Save the file with a catchy name like "Smith-zoo-092502"

 - 3 The file formulas and fixed cells are protected against accidental changing. You can only change the cells that are not white. If you want to modify the file, you can remove the protection by going to Tools-Protection-Unprotect. It is not passworded so you can change it. I do not recommend removing the protection from the master file, just your individual files if you feel it necessary. GOOD LUCK!!!

 - 4 The process I envision for this worksheet is to have the teacher submit, in paper form, or this file, their request to the principal. When the principal approves it, a copy can be printed for their records then email the file to the business office. The business office will then forward the file to transportation. After scheduling, transportation will email confirmation to the principal and the requestor.
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