



Lake
Orion
Community
Schools

FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check If Board Approval Is Needed.

- ☒ Overnight
☒ Out of State
☐ CTE
☐ International
☐ Special Education

Date Approved

CALL PAM KING (ext. 2901) IN TRANSPORTATION TO CONFIRM AVAILABILITY OF BUS SERVICE BEFORE SCHEDULING.

- For **DAYTIME** field trips, send completed form to the Office of the Assistant Superintendent of Teaching and Learning office **five working days** prior to departure.
- OUT-OF-STATE** field trips must be approved by the Board of Education **60** days prior to departure.
- IN-STATE**, overnight field trips must be approved by the Board of Education **30** days prior to departure.
- International field trips must be approved by the Board of Education no later than October of the year prior to the trip (e.g. October 2025 for the 2026-27 school year.)
- All requests are to be submitted to the Office of the Assistant Superintendent of Teaching and Learning 10 days prior to the Board meeting when approval will be sought.
- Upon approval, the Assistant Superintendent will forward the request to the Transportation Department; a copy will be emailed to the requesting building/person.
- Call Transportation two (2) days prior to departure to confirm paperwork was received and arrangements made. **DO NOT EMAIL. Pam's ext. 2901**
- Cost: \$65/hour LOCS staff requests; Add one (1) hour's cost (\$65) to each trip for pre-trip and post-trip travel time.

FIELD TRIP INFORMATION (Complete all fields)

Account Number for LOCS Transportation only

Date

9/9/2026

Building

Waldon, Oakview, Scripps

First, last name of trip leaders

Claire Lovins, Alyssa Jeris, Eric Clauder

Transportation (please check one)

of Busses 1-2

Name and address of destination

Cincinnati, OH & Kings Island

Full itinerary attached with all locations to be visited

- ☒ Tour Bus ☐ District Bus ☐ District Special Purpose Bus
☐ Staff vehicle ☐ Student Vehicle ☐ Parent Vehicle ☐ Plane

Group and/or grade level

8th Grade Cadet Band Students (All 3 MS)

☒ Field trip

☐ Competition

☐ CTE/Career Readiness

Date of Visit

5/6/27-5/7/27

of Students

60

of Chaperones

10

Cell Phone Number of Trip Leader

(586)-292-8304

Date & Time Leaving

5/6/27 5:30AM

☒ Before 8:30 a.m.

Date & Time Returning

5/7/27 11:59PM

☒ After 2:15 p.m.

of School Days Missed

1.5

Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses)

Standard 1: Apply skills and knowledge to perform in the arts

Standard 3: Analyze describe and evaluate works of art

Standard 5: Recognize, analyze, and describe connections among the arts; between the arts and other disciplines; between the arts and everyday life

Cost of Trip

\$38,340

Cost to Student

\$639

How will trip be funded?

Family Contribution & Fundraising

Building Administrator Signature

Date

9/9/26

AUTHORIZATION

Education

☒ Yes ☐ No

Assistant Superintendent of Teaching and Learning Signature

[Signature]

Date

9/10/26

Transportation

☐ Yes ☐ No

Director of Transportation Signature

Date

Board of Education - Overnight and international trips only

☐ Yes ☐ No

Board Member Signature

Date