



Lake Orion Community Schools

Interoffice Memo

*from the Office of the Assistant Superintendent
of Teaching and Learning*

To: Heidi Mercer, Superintendent

From: Drew Towlerton
Assistant Superintendent of Teaching and Learning

Date: December 8, 2025

RE: Out of State Field Trip Request

Attached please find the following out of state field trip request for Board approval:

Name of Group: LOHS AP Physics
Location: Cedar Point
City, State, Zip: Sandusky Ohio

Students: 25-30
Chaperones: 1

Date(s) of trip: May 18, 2026

Days missed: 1

Staff/Trip Leader: Chad Ludwig



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FIELD TRIP AND TRANSPORTATION REQUEST FORM

All fields must be completed.

Check If Board
Approval Is Needed.

☐ Overnight
☒ Out of State

Date Approved _____

CALL PAM KING IN TRANSPORTATION TO CONFIRM AVAILABILITY OF BUS SERVICE. ~ DO NOT EMAIL PAM~

- For **DAYTIME** field trips, send completed form to the Assistant Superintendent of Teaching and Learning office five (5) **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.
- All requests are to be submitted to the Assistant Superintendent of Teaching and Learning 10 days prior to the Board meeting when approval will be sought.
- Upon approval, the Asst. Superintendent will forward the request to the Transportation Dept; 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: \$45/hour in district LOCS staff requests; \$75/hour out of district non-LOCS staff requests ~ Add one (1) hour's cost (\$45/\$75) to each trip.

FIELD TRIP INFORMATION

Account Number 110-113-9990-0000-410-0000-55110350		Date 12-01-25	
Building High School		Teacher(s) Chad Ludwig	
Transportation (please check one) <input type="checkbox"/> Tour Bus <input type="checkbox"/> Parent Vehicle <input checked="" type="checkbox"/> District Bus <input type="checkbox"/> Plane # of Busses 1		Place Visiting (include address; attach a map or directions, if a preferred route) Cedar Point Sandusky Ohio	
Group AP physics		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition	
Date of Visit 5-18-26	# of Students 25-30	# of Chaperones 1	Cell Phone Number of Trip Leader
Date & Time Leaving 5-18-26 @ 7am		<input checked="" type="checkbox"/> Before 8:30 a.m.	Date & Time Returning 5-18-26 @ ~9pm
		<input checked="" type="checkbox"/> After 2:15 p.m.	# of School Days Missed 1
Objective for Visit (Include Standards and Benchmarks that Field Trip addresses) Conservation of Mechanical Energy Kinematic physics problem solving			
Cost of Trip ~\$2,700	Cost to Student \$120	How will trip be funded? Student collection	
Building Administrator Signature Daniel T. Haas		Date 12-3-25	

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 12/5/25
Transportation <input type="checkbox"/> Yes <input type="checkbox"/> No	Director of Transportation Signature	Date
Board of Education - Overnight and/or out-of-state trips only <input type="checkbox"/> Yes <input type="checkbox"/> No		Board Member Signature Date

While this trip is being approved at this time, please note that due to pandemic concerns, the Board and/or Administration reserves the right to cancel the trip at any time.

FT-001 8/2022