



Lake  
Orion  
Community  
Schools

## 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

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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.**

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

Check If Board  
Approval Is Needed.

Overnight  
 Out of State

Date Approved

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

## AUTHORIZATION

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

*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.*