



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: January 6, 2026

RE: Overnight and Out of State Field Trip Request

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

Name of Group: Scripps Middle School 8th Grade Students

Location: Gettysburg PA; Washington DC; Luray VA

Street Address:

City, State, Zip:

Students: 44

Chaperones: 6

Date(s) of trip: June 14 thru June 19, 2026

Days missed: 0

Staff/Trip Leader: David McKay



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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 290-000-8400-0000-320-0000-41790000			Date 1/4/2026	
Building Scripps Middle School		First, last name of trip leaders David McKay		
Transportation (please check one) # of Busses <u>1</u> <input checked="" type="checkbox"/> Tour Bus <input type="checkbox"/> District Bus <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> Staff vehicle <input type="checkbox"/> Student Vehicle <input type="checkbox"/> Parent Vehicle <input type="checkbox"/> Plane		Name and address of destination Gettysburg, PA; Washington, DC; Luray, VA;		
Group and/or grade level Scripps MS 8th Grade Students		<input type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Date of Visit 6/14/26 - 6/19/26		# of Students 44		# of Chaperones 6
Date & Time Leaving 6/14/26 - 8:30 p.m.		<input type="checkbox"/> Before 8:30 a.m.		Date & Time Returning 6/19/26 - 7:00 a.m.
		<input type="checkbox"/> After 2:15 p.m.		# of School Days Missed 0
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) <small>Students will travel by motor coach to Gettysburg, PA and then on to DC for 4 days and 3 nights of sightseeing. Locations to be visited include the Smithsonian Museums, War Memorials, Holocaust Museum, Mount Vernon, the Archives, the Capitol, the National Cathedral, Arlington Cemetery, and a family-style comedy show. On the way back, students will tour the Luray Caverns in VA. WorldStridesTravel will handle all the details (a company Scripps has been using for over 20 years). We will have a tour escort with us for the entire trip and there will be night-time security in the hotel.</small>				
Cost of Trip 1100.00	Cost to Student 1100.00	How will trip be funded? Personal Expense.		
Building Administrator Signature David McKay		Date 1/4/2026		
Digitally signed by David McKay Date: 2026.01.04 14:48:26 -05'00'				

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 1/4/26
Transportation <input type="checkbox"/> Yes <input type="checkbox"/> No	Director of Transportation Signature	Date
Board of Education - Overnight and international trips only <input type="checkbox"/> Yes <input type="checkbox"/> No	Board Member Signature	Date