



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: March 6, 2025

RE: LOHS AP Physics Out of State Field Trip Request

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

LOHS AP Physics
Cedar Point
Sandusky, Ohio

Students: 25-30
Chaperones: 1

Date(s) of trip: May 21, 2025

Days missed: 1

Staff/Trip Leader: Chad Ludwig



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 2-05-25		
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 <u>1</u> <input type="checkbox"/> District Special Purpose Bus <input checked="" type="checkbox"/> District Bus <input type="checkbox"/> Plane		
Group AP physics		Place Visiting (include address; attach a map or directions, if a preferred route) Cedar Point Sandusky Ohio		
Date of Visit 5-21-25		# of Students 25-30	# of Chaperones 1	Cell Phone Number of Trip Leader
Date & Time Leaving 5-21-25 @ 7am		<input checked="" type="checkbox"/> Before 8:30 a.m.	Date & Time Returning 5-21-25 @ ~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 2-5-25		

AUTHORIZATION		
Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 3/6/25
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.