



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:** September 15, 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 Choir and Band Seniors  
Location: Cedar Point  
Street Address: 1 Cedar Point Drive  
City, State, Zip: Sandusky OH

Students: Approximately 50  
Chaperones: 3

Date(s) of trip: May 9, 2026

Days missed: 0

Staff/Trip Leader: Matthew Smith, Michael Steele, Kaitlin Shanks



Lake  
Orion  
Community  
Schools

# FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check If Board Approval Is Needed.

- ☐ Overnight  
☐ Out of State  
☐ CTE  
☐ International

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 2023 for the 2024-25 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 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 (Complete all fields)

Account Number 290-296-9770-0000-410-0000-57920000		Date 8.6.25	
Building LOHS		First, last name of trip leaders Matthew Smith, Michael Steele, Kaitlin Shanks	
Transportation (please check one) # of Busses <u>1</u> <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> Tour Bus <input type="checkbox"/> Parent Vehicle <input checked="" type="checkbox"/> District Bus <input type="checkbox"/> Plane		Name and address of destination Cedar Point 1 Cedar Point Drive Sandusky, OH	
Group and/or grade level LO Choir and Band Seniors		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit 5.9.26	# of Students 50	# of Chaperones 3	Cell Phone Number of Trip Leader
Date & Time Leaving 5.9.26 6:30am		<input checked="" type="checkbox"/> Before 8:30 a.m. <input checked="" type="checkbox"/> After 2:15 p.m. Date & Time Returning 5.10.26 12:00am	# of School Days Missed 0
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses)  Senior trip to celebrate our seniors.			
Cost of Trip	Cost to Student \$120	How will trip be funded? Student funded	
Building Administrator Signature Daniel T. Haas		Date 9-11-25	

## AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 9/15/25
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