



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: June 1, 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: Oakview and Scripps Middle Schools 7th & 8th Grade Choirs

Location: New York City (Tour)

Street Address

City, State, Zip

Students: 40

Chaperones: 10

Date(s) of trip: April 22 – April 25, 2027

Days missed: 1

Staff/Trip Leader: Ryan Dawley and Todd Gordon



FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check if Board Approval is Needed.	
<input type="checkbox"/> Overnight	
<input checked="" type="checkbox"/> Out of State	
<input type="checkbox"/> CTE	
<input type="checkbox"/> International	
<input type="checkbox"/> 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			Date 5/22/2026
Building Oakview, Scripps		First, last name of trip leaders Ryan Dawley, Todd Gordon	
Transportation (please check one) # of Busses _____		Name and address of destination	
<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		Cedar Point 1 Cedar Point Dr, Sandusky, OH 44870	
Group and/or grade level Oakview & Scripps 7th & 8th Grade Choirs		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit Sat. 9/26/2026	# of Students Approx. 40	# of Chaperones Approx. 10	Cell Phone Number of Trip Leader
Date & Time Leaving 9/26/2026 8am		<input checked="" type="checkbox"/> Before 8:30 a.m.	Date & Time Returning <input checked="" type="checkbox"/> After 2:15 p.m. 9/26/2026 11pm
		# of School Days Missed 0	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses)			
7th & 8th Grade choir students will connect with each other and their directors for a great day of bonding, team-building, and SEL. (This is an optional trip for students but all are encouraged to attend.)			
Cost of Trip \$95	Cost to Student \$95	How will trip be funded? individual families	
Building Administrator Signature 		Date 5/22/26	

AUTHORIZATION		
Education	Assistant Superintendent of Teaching and Learning Signature 	Date 5/22/26
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Director of Transportation Signature	Date
Transportation		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Board Member Signature	Date
Board of Education - Overnight and international trips only		
<input type="checkbox"/> Yes <input type="checkbox"/> No		