



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:** 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: Oakview and Scripps Middle Schools 7<sup>th</sup> & 8<sup>th</sup> Grade Choirs  
Location: Cedar Point  
Street Address: 1 Cedar Point Drive  
City, State, Zip: Sandusky OH 44870

Students: 40  
Chaperones: 10

Date(s) of trip: September 26, 2026

Days missed: 0

Staff/Trip Leader: Ryan Dawley and Todd Gordon



Lake  
Orion  
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.

<b>FIELD TRIP INFORMATION (Complete all fields)</b>					
Account Number for LOCS Transportation only					Date <b>5/22/2026</b>
Building <b>Oakview, Scripps</b>			First, last name of trip leaders <b>Ryan Dawley, Todd Gordon</b>		
Transportation (please check one)		# of Busses _____			
<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 <b>Cedar Point 1 Cedar Point Dr, Sandusky, OH 44870</b>			
Group and/or grade level <b>Oakview &amp; Scripps 7th &amp; 8th Grade Choirs</b>			<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Date of Visit <b>Sat. 9/26/2026</b>		# of Students <b>Approx. 40</b>		# of Chaperones <b>Approx. 10</b>	
Date & Time Leaving <b>9/26/2026 8am</b>		<input checked="" type="checkbox"/> Before 8:30 a.m.		Date & Time Returning <input checked="" type="checkbox"/> After 2:15 p.m. <b>9/26/2026 11pm</b>	
# of School Days Missed <b>0</b>					
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) <small>7th &amp; 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.)</small>					
Cost of Trip <b>\$95</b>		Cost to Student <b>\$95</b>		How will trip be funded? <b>individual families</b>	
Building Administrator Signature 				Date <b>5/22/26</b>	

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