



Lake Orion Community Schools
Interoffice Memo

*from the Office of the Assistant Superintendent
of Teaching and Learning*

To: Heidi Mercer, Superintendent

From: Drew Towleron
Assistant Superintendent of Teaching and Learning

Date: May 4, 2026

RE: Overnight Field Trip Request

Attached please find the following overnight field trip request for Board approval:

LOHS Thespian Troupe Officers
Oakland University
201 Meadowbrook Road
Rochester MI 48309

Students: 5
Chaperones: 1

Date(s) of trip: August 3 -5, 2026

Days missed: 0

Staff/Trip Leader: Meghan Dyer



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 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 290-296-8960-0000-410-0000-57920000			Date 4/26/2026		
Building Lake Orion High School			First, last name of trip leaders Meghan Dyer		
Transportation (please check one) # of Busses <u>0</u> <input type="checkbox"/> Tour Bus <input checked="" type="checkbox"/> Parent Vehicle <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> District Bus <input type="checkbox"/> Plane			Name and address of destination Oakland University 201 Meadow Brook Rd, Rochester, MI 48309		
Group and/or grade level Thespians Troupe Officers, 11-12			<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Date of Visit August 3-5, 2026		# of Students 5	# of Chaperones 1	Cell Phone Number of Trip Leader	
Date & Time Leaving 4pm, 8/3		<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning appx. 10am, 8/5	<input type="checkbox"/> After 2:15 p.m.	# of School Days Missed 0 school days missed
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) META Leadership Camp is an opportunity for my Thespians officers to network with other theatre students in the state.					
Cost of Trip \$160/student	Cost to Student \$0	How will trip be funded? Theatre Boosters			
Building Administrator Signature Daniel T. Haas			Date 4-29-26		

AUTHORIZATION			
Education	Assistant Superintendent of Teaching and Learning Signature		Date
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			4/29/26
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			