



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: May 4, 2026

RE: Out of State Field Trip Request

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

LOHS Bands and Choirs
Wald Disney World
Orlando, Florida

Students: 85-100
Chaperones: 10-12

Date(s) of trip: February 11 – 16, 2027

Days missed: 2

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



FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check If Board Approval Is Needed.	
<input checked="" type="checkbox"/> Overnight	
<input checked="" type="checkbox"/> Out of State	
<input type="checkbox"/> CTE	
<input type="checkbox"/> 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 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 110-113-9990-0000-410-0000-55110321					Date 4/23/26
Building LOHS		First, last name of trip leaders Matthew Smith, Michael Steele, Kaitlin Shanks			
Transportation (please check one) # of Busses <u>2</u>		Name and address of destination Walt Disney World Orlando, Florida			
<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		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness			
Group and/or grade level LOHS Bands and Choirs					
Date of Visit February 11-16, 2027	# of Students 85-100	# of Chaperones 10-12	Cell Phone Number of Trip Leader		
Date & Time Leaving <input type="checkbox"/> Before 8:30 a.m.		Date & Time Returning <input checked="" type="checkbox"/> After 2:15 p.m.		# of School Days Missed	
February 11, 7:00am		February 16, 10:00pm		2	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) Students will have the opportunity to perform in the Disney parks and also participate in a professional Disney workshop with actual Disney cast members. The trip will also allow students from vocal and instrumental programs to connect and foster relationships outside of the normal school day competitions. The trip will focus on building the relationships and the unique performance opportunities.					
Cost of Trip \$1,899	Cost to Student \$1,899	How will trip be funded? Fundraising			
Building Administrator Signature Daniel T. Haas				Date 4-29-26	

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