

TO: Kristen Swanson, Mercedes Clark

CC: Jada Gilbert

FROM: Kari Carlson, Administrative Assistant DLTL

DATE: 8.20.26

**SUBJECT: APPROVAL OF PROPOSED EDUCATIONAL TRIP –
CONTINENTAL U.S.**

The Division of Leadership, Teaching, and Learning has approved the following Extended Educational Trip. Please understand that this proposed educational trip is not officially authorized until it is approved by the School Board.

School:	OALC
Sponsoring Organization:	DOEE EiE
Adult Advisors:	Mercedes Clark
Destination:	Washington, D.C., Maryland, Virginia
Departure Date:	10.13.26
Return Date:	10.17.26
DLTL Approved	8.19.26
Board Approval Date	Will be added to the 8.25.2026 School Board Agenda for approval