



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: September 11, 2026

RE: Overnight Field Trip Request

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

Name of Group: LOHS Thespian Troupe
Location: Lansing Center and DoubleTree Hotel
Street Address: 333 East Michigan Avenue
City, State, Zip: Lansing, MI 48933

Students: Approximately 50
Chaperones: 5

Date(s) of trip: December 11 through December 12, 2026

Days missed: 1

Staff/Trip Leader(s): Meghan Dyer and Trevor Powell