



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: DECA
Location: State Leadership Conference, Michigan State University
City, State, Zip: East Lansing, MI

Students: 25
Chaperones: 3

Date(s) of trip: October 26 thru October 27, 2026

Days missed: 2

Staff/Trip Leader: Teresa Snyder