



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: January 29, 2026

RE: Out of State Field Trip Request

Attached please find the following overnight (or out of state) field trip request for Board approval:

Name of Group: Oakview and Waldon Hydra Dragons
Location: George R. Brown Convention Center
Street Address: 1001 Avednida De Las Americas
City, State, Zip: Houston TX

Students: 16
Chaperones: Approximately 20 including mentors

Date(s) of trip: April 29 through May 2, 2026

Days missed: 5

Staff/Trip Leader: Steven Hessell, Karin Hessell, Donald Dixon, Catherine Dixon,
Ben Kleinheksel, and Megan Kleinheksel



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FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check If Board Approval Is Needed.

- Overnight
- Out of State
- CTE
- International
- Special Education

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 for LOCS Transportation only District transportation not needed		Date 1/20/26		
Building Oakview and Waldon		First, last name of trip leaders Steven Hessell, Karin Hessell, Donald Dixon (Jerry), Catherine Dixon, Ben Kleinheksel, Megan Kleinheksel		
Transportation (please check one) # of Busses 0		Name and address of destination George R. Brown Convention Center, 1001 Avenida De Las Americas, Houston, TX, USA		
<input 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 checked="" type="checkbox"/> Parent Vehicle <input checked="" type="checkbox"/> Plane		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Group and/or grade level Hydra Dragons, Grades 6-8		<input type="checkbox"/> # of Chaperones Approximately 20 including Mentors.		
Date of Visit 4/29/26 - 5/2/26	# of Students 16	Cell Phone Number of Trip Leader		
Date & Time Leaving Five Families- Mon 4/27/26 9:00 a.m. Flight, Eight Families- Tue 4/28/26 4:40 p.m. Flight, some are in the morning.	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning Thirteen Families Sun 5/3/26 Arrival 11:45 p.m.	<input type="checkbox"/> After 2:15 p.m.	# of School Days Missed 5
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) This field trip supports STEM standards by allowing students to apply engineering, problem-solving, and teamwork skills in a real-world competitive setting. It also promotes career readiness through collaboration, technical communication, and exposure to STEM career pathways.				
Cost of Trip \$29,000 w/o flights, \$39,000 w/ flights	Cost to Student \$0	How will trip be funded? Sponsorship, Fundraising		
Building Administrator Signature 		Date 1/27/26		

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 1/28/26
Transportation <input type="checkbox"/> Yes <input type="checkbox"/> No	Director of Transportation Signature	Date
Board of Education - Overnight and international trips only		Board Member Signature
<input type="checkbox"/> Yes <input type="checkbox"/> No		Date