



D.C. EVEREST JUNIOR HIGH SCHOOL

1000 Machmueller Street
Weston, WI 54476

MEMORANDUM

TO: Dr. K. Gilmore & D.C. Everest School Board

FROM: Steven Pophal

DATE: December 8, 2011

SUBJECT: Junior High Washington, D.C. Trips

The ninth grade American Institutions honors classes request permission to take an educational field trip to Washington, D.C., from February 26, 2012, through March 2, 2012.

Thank you for your consideration of this request.

SP:es