## **Out of Town Travel List**

List all student participants with student name, parent name, address and telephone. Email to the transportation office dludwig@esd-15.org and alexander.michaels@esd-15.org This list needs to be in the transportation office 48 hours before your trip. The chaperone will need a copy on the bus as well. Your bus may not leave without a student travel list, a seating chart and a chaperone on the bus.

School Name	School Group
Number of Students	Departure Date
Destination	Departure Time
Return Date	Return Time
Chaperone/Sponsor	Cell Phone

Student Name	Parent Name	Address

Telephone	

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