## **Out of Town Travel List**

List all student participants with student name, parent name, address and telephone. Fax or e-mail to Transportation office 864-5004/dludwig@esd-15.org;tzylks@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 Group   |  | _   |
|-------------|-----------------|--|---|
|             | _Departure Date | <u>e</u>   | _   |
|             | _Departure Tim  | <u>e</u>   | _   |
|             | _Return Time    |  | _   |
|             | _Cell Phone     |  |   |
| Parent Name |                 | Address  | Telephone   |
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