



Student Group Border-Crossing Manifest

For your convenience, this packet provides the template for the documentation required for students in school groups who are crossing the border into Canada with birth certificates in lieu of passports.

The **Border-Crossing Manifest** must be printed onto your school letterhead, and must include your name as the "supervising adult." If you will be crossing the border with more than one bus, you can be the "supervising adult" for the entire group, but we recommend that the lead chaperone on each additional bus be the "supervising adult" for his or her subgroup of students, in case the buses don't all arrive at the border at the same time.

The **Individual Student Information Form** must be completed by each student age 18 and under who will be traveling with original or certified birth certificates (in lieu of passports or passport cards). You can either provide students with copies of this form or direct them to download it themselves at www.acis.com/students/forms.

Make sure that you have one form returned for each student, then alphabetize them (our suggestion) and staple them together with the Border-Crossing Manifest on top. Be sure to keep the bus lists separate if your group fills more than one bus.

For a full description of the regulations involved in travel to Canada, please visit www.cbp.gov/travel/us-citizens/western-hemisphere-travel-initiative.

Please note that **anyone age 19 and over will need a valid passport or passport card to enter Canada and return by bus**. Furthermore, all students and adults arriving by air will need passports to board their airplanes.

ACIS VISIT CANADA SCHOOL GROUP BORDER-CROSSING MANIFEST

(print or retype this cover sheet on your school letterhead)

I, the undersigned, certify that I have obtained parental or legal guardian consent for each of the participating students on this program:

Supervising Adult: _____

Signature: _____

Bus Number: _____ Number of Students on this bus: _____



INDIVIDUAL STUDENT INFORMATION FORM

For students age 18 and under, crossing the border into Canada with a school group by bus

Student Name: _____

Date of Birth: _____

Place of Birth: _____

Primary Address: _____

Parent's Name: _____

Telephone Number: _____