

JC-110  
Exp. 07/2029  
Rev. 07/2024

The School District of Jackson County  
Marianna, FL 32447

Out of State

**Travel Request Form**  
Permission to Travel with Students Out of Jackson County  
Permission to Travel with or without Students Out of the State of Florida

**DIRECTIONS:** As required by state law, prior to any travel Out of County/State, permission must be obtained from the Superintendent of Schools (or designee). Fax the completed form to 482-1299. Once approved, a copy will be faxed to the appropriate school and/or Transportation Department.

**OUT OF COUNTY TRAVEL BY EMPLOYEES ONLY:** when an employee travels out of Jackson County, but within the State of Florida, and students are not involved in the trip, this form is not required.

The employee must complete and have district approval on a JC-001 (*Application for Leave*) prior to any out of county/out of state travel. If the employee's travel is out of state, this form is required.

JCSB SCHOOL: Malone

DATE: 5/27/25

MULTI-DATE/MULTI-LOCATION EVENTS (SUCH AS REGULAR SEASON FOOTBALL, BASKETBALL, ETC):

MULTI-DATE/MULTI-LOCATION SCHEDULE OF EVENTS IS ATTACHED: Staff trip

*Continue to complete applicable information below.*

DESTINATION: (Name of Location) Patricia Lanes, Dothan, AL

ADDRESS: 2208 Ross Clark Circle

CITY: Dothan

STATE: AL

DATE OF DEPARTURE: 5/27/25

DATE OF RETURN: 8:30 am

SPECIFIC PURPOSE FOR TRAVEL: Staff trip

WILL STUDENTS BE TRAVELING ☐ YES ☒ NO

IF YES, APPROXIMATE NUMBER OF STUDENTS

STUDENTS WILL BE TRANSPORTED BY: ☐ BUS ☐ COUNTY VEHICLE

☒ OTHER (Explain and see \*): Staff will be transported via bus

\*All student transportation must be by federally approved vehicles.

LIST THE NAME(S) OF ALL EMPLOYEES WHO WILL BE TRAVELING: All Malone School staff/employees

PRINCIPAL'S APPROVAL: \_\_\_\_\_

(Signature of Principal)

FAX THIS FORM TO 482-1299 FOR SUPERINTENDENT'S APPROVAL

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COUNTY OFFICE USE

☒ PERMISSION IS GRANTED

☐ PERMISSION NOT GRANTED

• If "Granted", approval is contingent on vehicle and/or driver availability.

Regular bus routes will be **FIRST** priority and may take precedence over a scheduled extra-curricular trip.

DATE: 5/26/25

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_

RETURN FAX TO SCHOOL ☒

FAXED TO TRANSPORTATION (if needed) ☒

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JCSB SCHOOL: Cottondale High

DATE: 5/27/2025

MULTI-DATE/MULTI-LOCATION EVENTS (SUCH AS REGULAR SEASON FOOTBALL, BASKETBALL, ETC):  
MULTI-DATE/MULTI-LOCATION SCHEDULE OF EVENTS IS ATTACHED:

Continue to complete applicable information below.

DESTINATION: (Name of Location) Camp John Hope FFA Center

ADDRESS: 281 Hope Entrance Road

CITY: Fort Valley

STATE: GA

DATE OF DEPARTURE: 7/28/2025

DATE OF RETURN: 8/01/2025

SPECIFIC PURPOSE FOR TRAVEL: Annual FFA Officer Retreat

WILL STUDENTS BE TRAVELING ☒ YES ☐ NO

IF YES, APPROXIMATE NUMBER OF STUDENTS 13

STUDENTS WILL BE TRANSPORTED BY: ☒ BUS ☐ COUNTY VEHICLE

☐ OTHER (Explain and see \*):

\*All student transportation must be by federally approved vehicles.

LIST THE NAME(S) OF ALL EMPLOYEES WHO WILL BE TRAVELING: Stan Scurlock

PRINCIPAL'S APPROVAL:

(Signature of Principal)

FAX THIS FORM TO 482-1299 FOR SUPERINTENDENT'S APPROVAL

#### COUNTY OFFICE USE

☒ PERMISSION IS GRANTED

☐ PERMISSION NOT GRANTED

If "Granted", approval is contingent on vehicle and/or driver availability.

Regular bus routes will be **FIRST** priority and may take precedence over a scheduled extra-curricular trip.

DATE: 5/30/25

SUPERINTENDENT'S SIGNATURE: [Signature]

RETURN FAX TO SCHOOL ☒

FAXED TO TRANSPORTATION if needed ☒