

1 - 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 an appropriate leave application prior to any out of county/out of state travel. If the employee's travel is out of state, this JC-110 form is required.

JCSB SCHOOL: Cottondale High School

DATE: 1/22/25

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

MULTI-DATE/MULTI-LOCATION SCHEDULE OF EVENTS IS ATTACHED: X

Continue to complete applicable information below.

DESTINATION (Name of Location): Away games

Softball Games

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

DATE OF DEPARTURE: \_\_\_\_\_

DATE OF RETURN: \_\_\_\_\_

See Attached

SPECIFIC PURPOSE FOR TRAVEL: Softball game

WILL STUDENTS BE TRAVELING  YES  NO

IF YES, APPROXIMATE NUMBER OF STUDENTS: 22

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: Stephen Trimble, Susan Burgan and Chris Dawson

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

Aria Day  
(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 &/or driver availability.

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

DATE: \_\_\_\_\_

2/24/25

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

[Signature]

RETURN FAX TO SCHOOL \_\_\_\_\_ FAXED TO TRANSPORTATION (if needed) \_\_\_\_\_

*Cottontdale Softball*

◀ Jan 2025

**February 2025**

Mar 2025 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 Middle School @ Vernon 5:00/6:00	4	5	6	7 Middle School @ Ponce De Leon 5:00/6:00	8
9	10	11	12	13	14	15
16	17	18	19	20	21 JV/Varsity @ Walton (Defuniak Springs)	22
23	24	25	26	27	28 Middle/Varsity @ Blountstown 4:30/6:00	

# March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4 JV/Varsity @ Providence Christian (Dothan, AL)	5	6	7	8
9	10 Middle/Varsity @ Bethlehem (Bonifay)	11	12	13	14	15
16	17 Spring Break	18 Spring Break	19 Spring Break	20 Spring Break	21 Spring Break	22
23	24	25 Varsity @ Vernon	26	27	28	29

# April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	March, 31 Varsity @ Wawahitchka, FI	1 Varsity @ Ponce De Leon	2	3	4	5
6	7 Varsity @ Chipley	8 Varsity @ Port St. Joe 6:30 (East Time)	9	10	11	12
13	14	15 Varsity @ Paxton, FI	16	17	18	19
20	21	22	23	24	25	26
27	28 <i>Districts</i>	29 <i>Districts</i>	30	<i>Districts</i>		



The School District of Jackson County  
Marianna, FL 32447

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JCSB SCHOOL: Graceville School DATE: 2/20/25

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) WTVY Studios & Cici's Pizza

ADDRESS: 285 N. Foster St.  
3702 Rose Clark Cir. Suite #335

CITY: Dothan STATE: AL

DATE OF DEPARTURE: 3/5/25 DATE OF RETURN: 3/5/25

SPECIFIC PURPOSE FOR TRAVEL: Tour WTVY Studios Weather Department & Lunch

WILL STUDENTS BE TRAVELING  YES  NO IF YES, APPROXIMATE NUMBER OF STUDENTS 30

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: Sandy Smith, Samantha Maloney,  
Tarita Olds

PRINCIPAL'S APPROVAL: [Signature]  
(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: 2/24/25 SUPERINTENDENT'S SIGNATURE: [Signature]

RETURN FAX TO SCHOOL \_\_\_\_\_ FAXED TO TRANSPORTATION (if needed) \_\_\_\_\_

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JCSB SCHOOL: Graceville                      DATE: 2/20/25

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) Chow King

ADDRESS:

CITY: Dothan                      STATE: AL

DATE OF DEPARTURE: 2/21/25                      DATE OF RETURN: 2/21/25

SPECIFIC PURPOSE FOR TRAVEL: Team Meal - Basketball (boys)

WILL STUDENTS BE TRAVELING  YES  NO                      IF YES, APPROXIMATE NUMBER OF STUDENTS 20

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: Coach Gates, Coach Yeager, Coach Smith & Mr. King (Bus Driver)

PRINCIPAL'S APPROVAL: [Signature]  
(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: 2/20/25                      SUPERINTENDENT'S SIGNATURE: [Signature]

RETURN FAX TO SCHOOL \_\_\_\_\_                      FAXED TO TRANSPORTATION (if needed) \_\_\_\_\_

Out of State

JC-110  
Exp. 07/2024  
Rev. 07/2019

The School District of Jackson County  
Marianna, FL 32447

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JCSB SCHOOL: Marianna HS      DATE: 2/24/25

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)

ADDRESS: Solomon Park 1915 Choctaw st.

CITY: Dothan      STATE: AL

DATE OF DEPARTURE: 3/1/25      DATE OF RETURN: 3/1/25

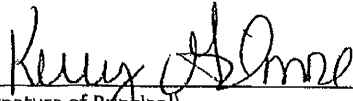
SPECIFIC PURPOSE FOR TRAVEL: Dothan Mardi Gras Parade

WILL STUDENTS BE TRAVELING  YES  NO      IF YES, APPROXIMATE NUMBER OF STUDENTS 70

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: Greg Weston, Zachary Chorn


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: 3/3/25      SUPERINTENDENT'S SIGNATURE: 

RETURN FAX TO SCHOOL \_\_\_\_\_ FAXED TO TRANSPORTATION (if needed) \_\_\_\_\_

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JCSB SCHOOL: Marianna HS DATE: 2/24/25

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)

ADDRESS: Solomon Park 1915 Choctaw St.

CITY: Dothan STATE: AL

DATE OF DEPARTURE: 3/1/25 DATE OF RETURN: 3/1/25 Saturday

SPECIFIC PURPOSE FOR TRAVEL: Dothan Mardi Gras Parade - MHS Band participating

WILL STUDENTS BE TRAVELING  YES  NO IF YES, APPROXIMATE NUMBER OF STUDENTS 70

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: Greg Weston, Zachary Chorn

PRINCIPAL'S APPROVAL: Kenny Abner  
(Signature of Principal)

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

\*\*\*\*\*  
COUNTY OFFICE USE

PERMISSION IS GRANTED  PERMISSION NOT GRANTED  
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DATE: 3/3/25 SUPERINTENDENT'S SIGNATURE: [Signature]

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JCSB SCHOOL: Marianna High DATE: Feb 24  
~~March 15~~, 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) Providence Canyon State Park

ADDRESS: 8930 Canyon Road

CITY: Lumpkin

STATE: Georgia  
~~Florida~~ 31815

DATE OF DEPARTURE: March 15, 2025 DATE OF RETURN: March 15, 2025

SPECIFIC PURPOSE FOR TRAVEL: state Park - Science Field Trip with STEM Students

WILL STUDENTS BE TRAVELING  YES  NO IF YES, APPROXIMATE NUMBER OF STUDENTS 10-12

STUDENTS WILL BE TRANSPORTED BY:  BUS  COUNTY VEHICLE 2 county vehicles  
 OTHER (Explain and see \*):

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

LIST THE NAME(S) OF ALL EMPLOYEES WHO WILL BE TRAVELING: Lucille Law, Kathy McCrary, Mandy Brock, Lisa Gilbertsen

PRINCIPAL'S APPROVAL: [Signature]  
(Signature of Principal)

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COUNTY OFFICE USE

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DATE: 3/3/25 SUPERINTENDENT'S SIGNATURE: [Signature]

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JCSB SCHOOL: SES DATE: 2/10/25

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): Fun Zone Skate Center  
ADDRESS: 465 Westgate Pkwy.  
CITY: Dothan STATE: AL

DATE OF DEPARTURE: March 12, 2025 DATE OF RETURN: March 12, 2025

SPECIFIC PURPOSE FOR TRAVEL:  
WILL STUDENTS BE TRAVELING  YES  NO IF YES, APPROXIMATE NUMBER OF STUDENTS: 130-150

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: K. Edwards, A. Senft, A. Oliver, J. Shouse, M. O'Pray, H. Park, V. Milton/Dunaway, S. Darby

PRINCIPAL'S APPROVAL: [Signature]  
(Signature of Principal)

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

COUNTY OFFICE USE

PERMISSION IS GRANTED  PERMISSION NOT GRANTED  
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DATE: 2/11/25 SUPERINTENDENT'S SIGNATURE: [Signature]

RETURN FAX TO SCHOOL \_\_\_\_\_ FAXED TO TRANSPORTATION (If needed) \_\_\_\_\_

*Out of State*

The School District of Jackson County  
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JCSB SCHOOL: JAWD DATE: 2/28/25

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) DOTHAN CIVIC CENTER

ADDRESS: 126 N Andrews ST

CITY: DOTHAN STATE: AL

DATE OF DEPARTURE: 3/14/25 DATE OF RETURN: 3/14/25

SPECIFIC PURPOSE FOR TRAVEL: FIELD TRIP *see attached*

WILL STUDENTS BE TRAVELING  YES  NO IF YES, APPROXIMATE NUMBER OF STUDENTS 14

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: JANET BAXLEY, ABBI WATSON, SIERRA ROSCOE, KATHY WOOTEN

PRINCIPAL'S APPROVAL: *Richard Keatts*  
(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

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DATE: 3/3/25 SUPERINTENDENT'S SIGNATURE: *[Signature]*

RETURN FAX TO SCHOOL \_\_\_\_\_ FAXED TO TRANSPORTATION (if needed) \_\_\_\_\_

**SOUTHEAST ALABAMA DANCE COMPANY**

**SCHOOL SHOW PERFORMANCES**



THE NUTCRACKER  
DECEMBER 6, 2024  
10:00 AM



MOANA'S  
ISLAND ADVENTURE  
MARCH 14, 2025  
10:00 AM

**AT THE DOTHAN CIVIC CENTER**

Please call 334-702-7139 or email [seadac@seadac.net](mailto:seadac@seadac.net) with any questions. Wishing you and your students a wonderful school year!

Sincerely,



***Want to learn more about Southeast Alabama Dance Company? Visit our [website!](#)***

The Jackson County School District is an Equal Education Opportunity Provider and Employer. Under Florida's Public Records Law, absent a specific exclusion, written communications to and from Jackson School District employees and students are considered public records. E-mail communications with this correspondent may be subject to public and media disclosure upon request. (\*)