

Out of State

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

The School District of Jackson County
Marianna, FL 32447

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: Cottondale High DATE: 09/17/2024

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) Enterprise State Community College

ADDRESS: 600 Plaza Dr.

CITY: Enterprise STATE: AL 36330

DATE OF DEPARTURE: 11/15/24 DATE OF RETURN: 11/15/24

SPECIFIC PURPOSE FOR TRAVEL: 11th Annual Cerebral Weevil Invitational High School Quiz Bowl Tournament

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

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: Clayton Dilmore

PRINCIPAL'S APPROVAL: Avon 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 and/or driver availability.
Regular bus routes will be FIRST priority and may take precedence over a scheduled extra-curricular trip.

DATE: 10/8/24 SUPERINTENDENT'S SIGNATURE: [Signature]

RETURN FAX TO SCHOOL _____ FAXED TO TRANSPORTATION (if needed) _____

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Marianna, FL 32447

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JCSB SCHOOL: Cottdondale High

DATE: 09/17/2024

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) Enterprise State Community College

ADDRESS: 600 Plaza Dr

CITY: Enterprise

STATE: AL 36330

DATE OF DEPARTURE: 12/06/24

DATE OF RETURN: 12/06/24

SPECIFIC PURPOSE FOR TRAVEL: Cerebral Weevil Middle School Quiz Bowl Tournament

WILL STUDENTS BE TRAVELING YES NO

IF YES, APPROXIMATE NUMBER OF STUDENTS 4

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: Clayton Dilmore

PRINCIPAL'S APPROVAL:

Aaron Day
(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: 12/18/24

SUPERINTENDENT'S SIGNATURE: [Signature]

RETURN FAX TO SCHOOL _____

FAXED TO TRANSPORTATION (if needed) _____

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JCSB SCHOOL: Hope School DATE: 10/9/24

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, AL

ADDRESS: Hwy. 231 - National Peanut Festival

CITY: Dothan STATE: AL

DATE OF DEPARTURE: 11/6/24 DATE OF RETURN: 11/6/24

SPECIFIC PURPOSE FOR TRAVEL: Special Citizens Day at the National Peanut Festival

WILL STUDENTS BE TRAVELING YES NO IF YES, APPROXIMATE NUMBER OF STUDENTS Festival 80+

STUDENTS WILL BE TRANSPORTED BY: BUS COUNTY VEHICLE
 OTHER (Explain and see *): Our van

*All student transportation must be by federally approved vehicles.

LIST THE NAME(S) OF ALL EMPLOYEES WHO WILL BE TRAVELING: @35 Staff

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

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COUNTY OFFICE USE

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

DATE: 10/11/24 SUPERINTENDENT'S SIGNATURE: [Signature]

RETURN FAX TO SCHOOL _____ FAXED TO TRANSPORTATION (if needed) _____

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JCSB SCHOOL: MK8

DATE: 10/16/24

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) Sunbelt Ag Expo

ADDRESS: 290-G Harper Boulevard

CITY: Moultrie

STATE: GA

DATE OF DEPARTURE: 10/16/24

DATE OF RETURN: 10/16/24

SPECIFIC PURPOSE FOR TRAVEL: Subbelt Ag Expo

WILL STUDENTS BE TRAVELING YES NO

IF YES, APPROXIMATE NUMBER OF STUDENTS 10 MK8

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: Arthemise Greene, Charlene Beebe (Traveling together)

PRINCIPAL'S APPROVAL:

Ronald D. [Signature]

(Signature of Principal)

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COUNTY OFFICE USE

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DATE: 10/16/24

SUPERINTENDENT'S SIGNATURE: [Signature]

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JCSB SCHOOL: Sneads Elem. DATE: 11/7/24

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, Dothan, AL

ADDRESS: _____

CITY: Dothan STATE: AL

DATE OF DEPARTURE: 12/6/24 DATE OF RETURN: 12/6/24

SPECIFIC PURPOSE FOR TRAVEL: Field Trip

WILL STUDENTS BE TRAVELING YES NO IF YES, APPROXIMATE NUMBER OF STUDENTS: 110

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: Baxley, Green, Hatcher, Benton, McMillian, Speers, Dickson

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

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DATE: 11/8/24 SUPERINTENDENT'S SIGNATURE: *[Signature]*

RETURN FAX TO SCHOOL _____ FAXED TO TRANSPORTATION (if needed) _____

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JCSB SCHOOL: JAWD DATE: 10/10/2024

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 PEANUT FESTIVAL

ADDRESS: HWY 231

CITY: DOTHAN STATE: AL

DATE OF DEPARTURE: 11/06/24 DATE OF RETURN: 11/06/24

SPECIFIC PURPOSE FOR TRAVEL: SPECIAL CITIZENS DAY

WILL STUDENTS BE TRAVELING YES NO IF YES, APPROXIMATE NUMBER OF STUDENTS 19

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, KATHY WOOTEN,
ABBI WATSON, SIERRA ROSCOE

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

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DATE: 10/20/24 SUPERINTENDENT'S SIGNATURE: *[Signature]*

RETURN FAX TO SCHOOL _____ FAXED TO TRANSPORTATION (if needed) _____