

# Covington County Schools

807 C.C. Baker Avenue, Andalusia, Alabama 36421

## Detached Duty Approval Form

Date of Request: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_ CSFO Approval: \_\_\_\_\_

Source of Funds:  Local School Professional Development Funds (CO)  
 Local Schools Funds  Other Funds (Specify): \_\_\_\_\_

DD Request  Out of County  Substitute Needed  No Substitute Needed

Superintendent Driver: This is to request your approval of detached duty for the purpose of

\_\_\_\_\_.

I/we plan to travel on \_\_\_\_\_, 20\_\_\_\_\_, and travel by

District Vehicle /  Personal Vehicle to \_\_\_\_\_, and return

on \_\_\_\_\_, 20\_\_\_\_\_. Justification for the above requested travel:

\_\_\_\_\_.

Respectfully Submitted,

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name)

Principal Approval: \_\_\_\_\_

Superintendent Approval: \_\_\_\_\_

**Attach copy to payroll. Incomplete forms will be returned unapproved.**

## Field Trip Request Approval Form

School: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Class/Grade/Club: \_\_\_\_\_ Destination: \_\_\_\_\_

Out of County Trip  In County Trip Substitute Needed:  Yes  No

Purpose of Trip: \_\_\_\_\_ # Miles – Round Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ # of Students: \_\_\_\_\_ # of Buses Needed: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Amount Due to Transportation Department: \$ \_\_\_\_\_  Extra Mileage  Extra Trips

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Notification to Nurse by School Office:  Yes  No

Notification to Lunchroom Manager by School Office:  Yes  No

**Revised 8/15/23**