

Covington County Schools

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

Detached Duty / Field Trip Approval Form

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

School: _____ Teacher(s): _____

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

Substitute Needed Out of County In County

This is to request your approval of detached duty / field trip for the purpose of:

_____.

I/we plan to travel on _____, 20_____, and travel by

District Vehicle / Personal Vehicle / Bus to _____.

ALSO COMPLETE THIS SECTION FOR FIELD TRIP

Class/Grade/Club: _____ # Miles – Round Trip: _____

Date of Trip: _____ # of Students: _____ # of Buses Needed: _____

Time of Departure: _____ Time of Return: _____

Notification to Nurse: Yes No

Notification to Lunchroom Manager: Yes No

Employee Signature: _____ Date: _____

Principal Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

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

Revised 3/10/25