

APPENDIX 2/COPY AS NEEDED

St. Margaret's School  
Weekend Leave Information and Permission

Separate form required for each weekend – fax or mail completed form by 6 p.m. on the Wednesday before weekend.

Student's Name: \_\_\_\_\_

For a Day Leave on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
For the Weekend of:  
\_\_\_\_/\_\_\_\_/\_\_\_\_ until \_\_\_\_/\_\_\_\_/\_\_\_\_

Adult(s) responsible for student during the leave

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

If student is staying with someone other than their parent or guardian, St. Margaret's School requires an invitation from the host, in writing, either by mail, fax or e-mail ( ALL e-mails must be backed up by a phone call).

Mail to: Keith Krusz  
Dean for School Life  
PO Box 158  
Tappahannock, VA 22560  
Fax to: 804-443-3069  
e-mail: permissions@sms.org

Name of adult (even if parent or guardian) with whom student will travel to/from school:

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Method of travel from school:

CAR departing at \_\_\_\_\_ a.m. / \_\_\_\_\_ p.m.  
WITH: \_\_\_\_\_ (parent driving, grandparent, another student, friend, etc)

PLANE departing from:\*\*

Richmond Airport  
 Washington Dulles  
 Washington National Reagan  
Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_  
Departure time: \_\_\_\_\_ a.m./ \_\_\_\_\_ p.m.

TRAIN departing Richmond Amtrak's Staples Mill Station:  
Train # \_\_\_\_\_ at \_\_\_\_\_ a.m./ \_\_\_\_\_ p.m.

Method of travel returning to school:

CAR arriving at \_\_\_\_\_ a.m. / \_\_\_\_\_ p.m.

PLANE arriving at:\*\*

Richmond Airport  
 Washington Dulles  
 Washington National Reagan  
Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_ a.m. / \_\_\_\_\_ p.m.

TRAIN arriving at Richmond Amtrak's Staples Mill Station:  
Train # \_\_\_\_\_ at \_\_\_\_\_ a.m./ \_\_\_\_\_ p.m.

Parent/Guardian Signature

\*\*A transportation company will provide school transportation to the Washington Airports. Early morning departures/arrivals and late evening departures/arrivals to the Richmond Airport and Train Station will be provided by a transportation company.