

APPENDIX 5/COPY AS NEEDED

St. Margaret's School
Vacation Leave Information

Separate form required for each vacation – fax or mail completed form at least two weeks prior to scheduled leave date.

Student's Name: _____

Check only one box below:

- Fall Family Weekend 10-15-11 Noon* – 10-17-11 7:00PM
- Thanksgiving Vacation 11-18-11 Noon* – 11-28-11 7:00 PM
- Christmas Vacation 12-16-11 Noon* – 1-2-12 7:00 PM
- Winter Long Weekend 1-26-12 Noon* – 1-30-12 7:00 PM
- Spring Break 3-2-12 Noon* – 3-18-12 7:00 PM
- Easter Break 4-5-12 Noon* – 4-9-12 7:00 PM
- End of School 6-2-12 after Graduation*

*Airport shuttle departs SMS at 12:30.

Date leaving school: ____/____/____

Date returning to school: ____/____/____

Adult(s) responsible for student during the leave

Name: _____

Relationship to student: _____

Address: _____

Phone# _____

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 Staples Mill Amtrak 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 Richmond Staples Mill Amtrak 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.