

APPENDIX 3/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 7:00 PM
  - 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\*
- \*Air travel after 2:00 p.m.

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.