

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.