

Greetings from the School Life Office:

We look forward to working with you to provide safe and timely travel arrangements for our students this upcoming school year. As you know, airports recommend arrival two hours prior to departure for domestic flights and three hours for international. Our location, one hour from Richmond and a little over two from Washington, makes advance planning essential. Please consult the enclosed Vacation Dates page, make your plans as early as possible, and communicate with us regarding the arrangements you have made.

Please note that airlines may not take student identification cards as a form of ID, but we understand that they will accept government issued identifications, i.e., passports, driver's licenses, and DMV identification cards. **If your daughter does not have one of these forms of identification, we strongly urge you to have an official DMV identification card made from your state.**

**We strongly recommend using the Richmond Airport.** This small, safe facility is an easy drive from the campus and provides good flexibility. If your daughter is taking an international flight, it might be easier for her to begin travel in Richmond before changing to an international flight at another U.S. airport, thus avoiding the congestion and long security lines of a larger airport. In addition, travel costs to Richmond are significantly more reasonable. All transportation to and from Washington or airports other than Richmond will be arranged with a transportation service.

**On our calendar, you will see that we have designated travel days for your convenience.** Our dormitories remain open on the first night of all vacations so that those students who cannot connect with travel on the late afternoon or evening of the day that vacation begins will have the option of leaving the next morning. Using the travel days, rather than requesting early departure or late return, will avoid academic penalties for missed classes. Dormitories do not reopen until the travel day scheduled for return. Costs for staffing the dormitory to accommodate an early return may be billed to a student's account.

If you have any questions or concerns, please do not hesitate to contact The School Life Office.

Sincerely,

Keith E. Krusz  
Dean for School Life