



Dear Professor,

Hello. I, John Doe, am a student-athlete and a member of the University of Central Arkansas Baseball team. The spring semester is our competition season. I will be missing a few classes during this time for competition only. I will not miss class for any other athletic related activity (practice, strength and conditioning, athletic training, study hall, community service, etc.).

Listed below you will find our travel schedule. I have highlighted the classes I will miss in your class. I understand that it is my responsibility to remind you prior to my departure that I will be missing class due to my competition schedule. Along with my verbal reminder, coaching staff will send a notification through GradesFirst, approximately a week in advance. I understand that you will decide how I receive any missed class work and you will determine when, where and what time I will make up exams, quizzes, homework, projects, etc. Every hotel we stay in will have Wi-Fi access, therefore, not having Wi-Fi access will not be an excuse. Some assignments are recommended to be done using a wired connection, I will do my best to have those done before we leave.

With this letter I hope to begin open communication with you and plan for success in your class. I have another sheet for you to sign, saying you have read and received this letter. If you have any questions or concerns, please feel free to contact me, my Academic Advisor in athletics or my Head Coach. All of our contact information is listed below.

Thank you for helping me pursue my dreams both in the classroom and on the field as a student-athlete for the University of Central Arkansas.

Sincerely,

John Doe
Student-Athlete
janedoe@cub.uca.edu
XXX-XXX-XXXX

Geoff Thiers
Academic Advisor
gthiers@uca.edu
501-852-0020

Justin Cunningham
Asst Baseball Coach
jcunningham7@uca.edu
316-644-6094

DATE	DEPARTURE TIME
FRIDAY 2/14/2020	12:00 PM
TUESDAY 2/18/2020	12:00 PM
THURSDAY 2/20/2020	9:00 AM
FRIDAY 2/21/20	ALL DAY
TUESDAY 2/25/2020	ALL DAY
FRIDAY 2/28/2020	3:00 PM
MONDAY 3/2/2020	3:00 pm
TUESDAY 3/3/2020	ALL DAY

DATE	DEPARTURE TIME
FRIDAY 3/6/2020	3:00 PM
TUESDAY 3/10/2020	3:00 PM
THURSDAY 3/12/2020	9:00 AM
FRIDAY 3/13/2020	ALL DAY
TUESDAY 3/17/2020	3:00 PM
THURSDAY 3/19/2020	2:00 PM
FRIDAY 3/20/2020	ALL DAY
TUESDAY 3/31/2020	12:00 PM

DATE	DEPARTURE TIME
THURSDAY 4/2/2020	9:00 AM
FRIDAY 4/3/2020	ALL DAY
THURSDAY 4/9/2020	3:00 PM
TUESDAY 4/14/2020	3:00 PM
THURSDAY 4/16/2020	12:00 PM
FRIDAY 4/17/2020	ALL DAY
TUESDAY 4/21/2020	3:00 PM