



Dear Professor,

Hello. I, Jane Doe, am a student-athlete and a member of the University of Central Arkansas Women's Golf team. Both semesters are 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 golf course as a student-athlete for the University of Central Arkansas.

Sincerely,

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

Andrew Falkner
Academic Advisor
afalkner@uca.edu
501-852-5067

Natasha Vincent
Head Golf Coach
nvincent@uca.edu
501-339-3270

DATE	DEPARTURE TIME
MONDAY 2/10/20	ALL DAY
TUESDAY 2/11/20	ALL DAY
THURSDAY 3/12/20	12:30 p.m.
FRIDAY 3/13/20	ALL DAY
MONDAY 3/30/20	ALL DAY
TUESDAY 3/31/20	ALL DAY
WEDNESDAY 4/8/20	3:30 p.m.

DATE	DEPARTURE TIME
THURSDAY 4/9/20	ALL DAY
FRIDAY 4/10/20	ALL DAY
MONDAY 4/20/20	ALL DAY
TUESDAY 4/21/20	ALL DAY
WEDNESDAY 4/22/20	ALL DAY

DATE	DEPARTURE TIME

*** Post season scheduling is not determined until end of season, I will inform you of travel dates ASAP.***