

PERSONAL INFORMATION

NAME: _____ TEAM: _____

CLASS TITLE: _____ PROFESSOR: _____

DATES OF ABSENTEE THIS SEMESTER DUE TO ATHLETICS COMMITMENT (list dates below):

DD / MM	DESTINATION	EXPECTED TIME OF DEPARTURE
_____	_____	_____
DD / MM	DESTINATION	EXPECTED TIME OF DEPARTURE

NOTE TO PROFESSOR

DD / MM	DESTINATION	EXPECTED TIME OF DEPARTURE
_____	_____	_____

Dear Professor,

As a member of a CMU varsity team, I am requesting your permission to be absent from class on the date(s) listed above. I am expected to thoroughly check their varsity team schedule so as to inform you of dates of conflicts where I am expecting to travel or play during regular class time. Of course, it is within your right to assign additional readings or other assignments in place of the class-time that I will be missing.

The dates, destinations and departure times above are based on my current knowledge of the travel times and may be subject to slight changes as the dates approach. I will personally communicate with you if there are any changes to the above schedule.

Sincerely,

Signature of student