



**Month Day, Year**

Dear Professor,

Attached on the back of this letter is a copy of the travel schedule for the **Team Name** team at Binghamton University. This letter is to inform you of a possible time conflict with your class due to athletic competition. At times, student-athletes participating in Intercollegiate Athletics will be absent from your regularly scheduled class session. While we fully understand the importance of classroom attendance, we respectfully request your cooperation in accordance with University policy, (Faculty-Staff Handbook, VII.B.3.), to accommodate this student-athlete's participation in an official University event.

Each student-athlete is responsible for notifying you in advance of any potential absence and making the proper arrangements to make up missed work in a reasonable amount of time. The Student-Athlete Success Center staff offers test proctoring services and are willing to assist in the coordination of any missed assignments or exams. We appreciate your assistance as this student-athlete strives to achieve excellence both in the classroom and in his/her athletic endeavors.

Please feel free to contact me should you have any questions or concerns.

Sincerely,

Joe Binghamton  
Athletics Academic Counselor  
email@binghamton.edu  
(607)777-1234

Student-Athlete Name: \_\_\_\_\_

B Number: B00 \_\_\_\_\_

Course Number and Name: \_\_\_\_\_

By signing this letter, I verify the student-athlete above has met with me and discussed the absence policy for this course.

Instructor Signature: \_\_\_\_\_

**Binghamton University Missed Class Schedule**  
**Semester Year Semester – Team Name**

Course Number and Name: \_\_\_\_\_

| Monday / Wednesday / Friday |                                          |                                                                   |                                        |                                       |
|-----------------------------|------------------------------------------|-------------------------------------------------------------------|----------------------------------------|---------------------------------------|
| Check if Missed             | Opponent/Event & Location                | Contest/Event Date & Time                                         | Excusal from Class Date & Time         | Return to Class Date & Time           |
| ( )                         | Princeton Invite<br><i>Princeton, NJ</i> | Friday, September 19 –<br>Saturday, September 21<br><i>8:00am</i> | Thursday, September 18 – <i>2:00pm</i> | Monday, September 22<br><i>8:00am</i> |
| ( )                         |                                          |                                                                   |                                        |                                       |
| ( )                         |                                          |                                                                   |                                        |                                       |
| ( )                         |                                          |                                                                   |                                        |                                       |
| ( )                         |                                          |                                                                   |                                        |                                       |
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