



Dear Professor _____

I am currently enrolled in your course: _____. In addition to being a student, I am also an intercollegiate volleyball player. As volleyball is a fall sport, I may miss some of all of your class on the following dates: _____.

My performance in your class is important to me and I will make every effort to get the information I miss. I will either borrow a classmate's notes, or make arrangements to get the information from you in advance. In the event that an exam falls on one of the aforementioned dates, I would appreciate the opportunity to take it in advance, with another class, or as a make-up.

I appreciate your consideration.

Sincerely,

Questions can be directed to my coach, Lisa Hooper, at 661-362-3471 or lisa.hooper@canyons.edu



Professor _____,

My student-athlete, _____, is currently enrolled in your _____ class. Because our success as a program is dependent on our athletes' performance on the court *and in the classroom*, I am writing to determine how she is performing in your course this semester. If you would take a few moments to complete the bottom portion of this page, I would appreciate it. This information will allow me to find assistance for those who are struggling and to commend those who are excelling.

Thank you very much for your time. Please call me at extension 3471 if you have any comments or concerns you don't feel comfortable sharing on this form.

Sincerely,

Lisa Hooper
Head Coach, Women's Volleyball
Professor, Kinesiology & Physical Education

APPROXIMATE GRADE TO DATE (please circle):

A A- B+ B B- C+ C C- D F No Grades

ATTENDANCE TO DATE (please circle):

Perfect Regular/Acceptable Borderline Unacceptable Unacceptable

COMMENTS:

Signature: _____

Please seal in the envelope provided. The student-athlete will return the sealed envelope to me. Thank you for your cooperation.

El Camino College Intercollegiate Athletic Release Form & Athletic Attendance Policy

To: (Professor's name) _____

Class: _____ Section: _____

From: (Student Athlete's name) _____ Sport: _____

Semester: _____

RE: CLASS ABSENCE DUE TO INTERCOLLEGIATE ATHLETIC COMPETITION

As a member of a El Camino College intercollegiate athletic team, I have official games that conflict with class time during this semester. I understand that I must abide by the Classroom or Athletic policy and it is my responsibility to make up missed work in an agreed upon timeframe with the instructor.

Please note that I will be absent on the following dates:

	Date	Day	Leave Early	Arrive Late	Entire Class
1					
2					
3					
4					
5					
6					
7					

* For your reference, my team's competition schedule is attached.

If for any reason a game is canceled and rescheduled, I will notify you as soon as possible and submit a new form if necessary. Further, I understand that **I am not permitted to miss class or leave early/arrive late to attend practice.**

1. _____
Signature of Student Athlete Date

2. _____
Signature of Director of Athletics Date

3. _____
Signature of Professor Date

Professor, Student-Athlete and Athletic Director shall all keep a copy on file



Missed Class Time Letter Instructions

Student Athletes:

Professors often request documentation of a student-athlete's participation in an athletic contest. You are required to present a letter to each of your professors so that they do not think you are skipping class when you are, in fact, traveling to or participating in a competition.

Missed Class Time Letter Instructions:

1. At the beginning of each semester, (5) official competition schedules and (1) "Missed Class Time Letter" will be provided to you. You must provide each professor with one official competition schedule.
2. Before presenting the letter to your professor, you must check the course syllabus to determine (a) how many classes you would be missing and (b) what assignment, quizzes or exams you would be missing.
3. When you present the letter to each professor, it is important that you have a discussion about (a) when you will be missing class and (b) how the professor would like for you to deal with missed assignments, quizzes, exams, and/or class participation. Whenever possible, it is best to have this discussion during your professor's office hours.
4. If the professor believes that the number of classes you will be missing will adversely affect your performance in the class, you may need to consider taking another section at times that will not conflict with your travel schedule or taking the course another semester.
5. Following this, please have your professor sign the "Missed Class Time Letter" given to you to verify that they have received your official competition schedule.
6. Please return the "Missed Class Time Letter" to your Athletic Academic Counselor.

Please keep in mind that professors have no automatic way of knowing the difference between excused and unexcused absences from class. It is your responsibility to have a discussion with each of your professors, provide them with documentation and have them sign a "Missed Class Time Letter", to prevent suffering academic penalties for unexcused absences.

Again, if you have any difficulties, please contact your Athletic Academic Counselor.



Falcon Athletic Academic
Success & Transfer

AD Building, Office: W
562-860-2451, ext. 2124

TO: Members of the Faculty
FROM: Michael W. Miles, Athletic Academic Counseling
RE: Missed Class Time Contract

«LAST», «SID» is a member of the 2016-17 «TEAM» Team and will occasionally miss class as a result of competition and travel to away games. Given this, student-athletes will personally deliver a current competition schedule to each of their professors. It is hoped that this practice will encourage increased faculty-student interaction in our continuing effort to improve the academic achievement of student-athletes. The Department of Athletics, coaching staff, and team members place great emphasis on student-athlete academic success.

The District sponsors such activities as Athletics, Choir, Band, Forensics, Drama, and Talon Marks, whereby it is understood that student absences from class for participation in officially approved institutional activities may occur. I request your understanding and support in permitting this student to make up any missed work due to athletic competition. The student-athletes will be made keenly aware that academics are their first priority. Further, they are expected to recognize their responsibility for speaking with faculty in the first two weeks of the semester to make arrangements, in advance, to make-up any academic work, submit assignments on time, or complete tests or quizzes that may be missed as a result of competition or travel.

The student-athletes are capable and motivated students who are very concerned about their academic success. In support of this, during the fifth or sixth week of the semester, Athletic Academic Counseling will request an *Academic Progress Report*, for the student-athletes in your class to obtain your feedback and suggestions regarding their academic success.

I would appreciate any consideration to the student-athlete for classes missed due to travel and competition representing Cerritos College. If you would like to update Athletic Academic Counseling on a student-athlete's performance in your class or you have any questions, please feel free to contact Michael Miles at X2124. Thank you for your time and consideration. In addition, I encourage you to come out and support Cerritos Athletics. GO FALCONS!!!

By signing below, you are acknowledging that the student-athlete has provided you with his/her team's travel schedule showing dates of classes to be missed

Instructor's Name	Class Name & Section #	Class Time & Day

Student-Athlete please return completed form to your Athletic Academic Counselor