

# *Athletic Absence Notification*

(Please distribute one week before travel)

In accordance with our request earlier this quarter, please accept this notification that \_\_\_\_\_ will miss class on \_\_\_\_\_ to compete in a UC Clermont College athletic competition. We have encouraged the student to meet with you to determine what work will be missed and to make arrangements to complete any assignments or exams on those days.

If you have any concerns about this absence or about this student athlete, please do not hesitate to contact me at 558-1559.

Thank you for the support of our student athletes.

Sincerely,  
Brian Sullivan  
Athletic Director