



Student's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Team: \_\_\_\_\_

Course: \_\_\_\_\_

Dear Professor \_\_\_\_\_,

This student-athlete would like to make you aware that he/she will be absent on the following dates in order to represent The George Washington University in intercollegiate competition. The student understands that this letter must be presented at least ONE WEEK IN ADVANCE and that he/she is responsible for any work that is missed.

In order to ensure that this student has taken responsibility for making you aware of his/her absences, we would appreciate your signature below indicating that these absences have been discussed with you. Please return this letter directly to the student or to Karen Ercole at 219 Smith Center. In addition, please contact our office with any concerns that you may have regarding this student's progress in your class. Thank you.

Sincerely,

*Karen A. Ercole*

Karen Ercole  
Head Academic Coordinator  
994-2699/ [kercole@gwu.edu](mailto:kercole@gwu.edu)

\_\_\_\_\_  
Professor's Signature

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Dates when athletic competition conflicts with class activities:*

DATE	OPPONENT	CLASS ACTIVITY