Notification of Team Travel Form (Revised, April 2007)

To: Faculty Members Date: _____

From: Lucy Cox, Assistant Director of Athletics for Student-Athlete Academic Services

Subject: Athletic Schedule

Student-Athlete: _____ Sport: _____

Summary of Missed Class Policy (full policy is available in the Department of Athletics *Student-Athlete Handbook*, pages 41-43 and at http://sacredheartpioneers.cstv.com/compliance/saht-compliance.html):

- Student-athletes shall not miss any regularly scheduled classes for any practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.
- For home competition, student-athletes shall not miss any classes prior to two hours before the scheduled competition time.
- For away competition with same day travel, student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
- For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.
- It is expected that student-athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student-athlete for any tests which will be missed.
- It is expected that faculty members will not penalize student-athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
- Student-athletes must present this form, provided by the Athletics Department, to their instructors during the official add/drop period.

The Department of Athletics would like you to know that we stress the importance of regular class attendance, and we monitor this for all student-athletes four times each semester. Our class attendance policy requires all student-athletes to attend class, and we expect them to have perfect attendance. Although every effort is made to minimize conflict, some instances are unavoidable. The anticipated absences in this student-athlete's case are as follows:

Date	Class	Time	Departure Time

Please notify Lucy Cox, Assistant Director of Athletics for Student-Athlete Academic Services, if you have questions regarding this form or if this student is not attending or participating in class as required. We would appreciate your acknowledging receipt of this form by signing all three copies and retaining one for your files. Your assistance is greatly appreciated.

Printed Name: _____ Phone: _____

Signature: _____ Date: _____