



January 16, 2012

Dear Professor:

Due to my commitment to the Siena Swimming program, I wanted to let you know, in advance, of potential schedule conflicts that may occur. Although the Metro Atlantic Athletic Conference works to schedule games that will have a minimum amount of interference with class time, complete avoidance of absences is not possible. Highlighted below are dates and times for both home and away competition that will conflict with attendance in your course. If the amount of absences is *not* acceptable, per your attendance policy, please inform me immediately so that I may consider enrolling in a different course or section (prior to the last day to add a course, January 24th).

<b>Day of Departure</b>	<b>Date &amp; Time of Competition</b>	<b>Return Date &amp; Time</b>	<b>Opponent</b>	<b>Location</b>
Wed., Feb.15 <sup>th</sup> , 10am	Feb 16-18, 9am	Feb. 19th, 2am	MAAC Champs	Buffalo, NY

I understand that it is my responsibility to make up any work that is missed and to come to you with any questions or concerns I may have, including scheduling conflicts involving tests and/or quizzes. Please do not hesitate contacting my Athletic Academic Advisor, Gail Picillo at 783.2993 with any questions or concerns. She will be in touch with you throughout the semester, inquiring about my progress in your class. She is also available as a resource to proctor any missed exams/quizzes on your behalf. Further, I can assure you, that with the resources I am encouraged to take advantage of, I will not at any point in the semester sacrifice my education for athletics.

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Student-Athlete's Printed Name

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Student-Athlete's Signature