



**PACIFIC LUTHERAN UNIVERSITY**

Department of Athletics  
12180 Park Avenue S.  
Tacoma, WA 98447

253-535-7352  
www.golutes.com

To: \_\_\_\_\_ Class: \_\_\_\_\_

From: \_\_\_\_\_ Sport: \_\_\_\_\_

Re: **Class Absence Form for Athletics Competition**

As a student-athlete, I am committed to success both in my academic program and in athletics. My involvement in athletics is an important part of my overall educational experience and one of the main reasons I chose to come to PLU. Because of my team’s competition schedule this term, here are dates that could affect my attendance in your course:

Date of Contest	Day of Week	Competition Location	Competition Time	Departure Date/ Time

(Please note that games may be rescheduled because of inclement weather. I will let you know as soon as possible if rescheduled competitions conflict with class time. And of course, postseason competitions have yet to be arranged.)

My coaches and I greatly appreciate the understanding and flexibility of PLU faculty in working with student-athletes as we represent the university. I realize that assignments need to be turned in on time and that I am responsible to take the lead in working with you to make up any missed work. I will follow up on this letter soon to see how we could best arrange things so that I may contribute to this course and get the most out of it. Thank you.

Student-Athlete’s Signature: \_\_\_\_\_

Dear Professor:

The student-athlete presenting you this memorandum is one of approximately 450 student-athletes at Pacific Lutheran University participating in intercollegiate athletics this academic year. PLU coaches work hard to minimize student-athlete absences from classes, and they greatly appreciate your willingness to work with our student-athletes to help them get the most out of their PLU education. Our department places a high priority on the academic success of our athletes and we strive to achieve success both in the classroom and the athletic arena.

Student-athletes **are not allowed** to miss class to attend practice, by NCAA rules. In addition, student-athletes at PLU do not miss class for team meetings or field preparation. They are not excused from turning in assignments or making up work missed on days of competition. We are respectfully asking you to work with this student as they are required to miss your class due to officially representing the University in off-campus competition(s).

If you have any questions or concerns, please contact me ([mike.snyder@plu.edu](mailto:mike.snyder@plu.edu)), or Faculty Athletic Representative, Ralph Flick, Assistant Professor, School of Business ([flickrw@plu.edu](mailto:flickrw@plu.edu)).

Thank you,

Mike Snyder  
Director of Athletics and Recreation