

MISSED CLASS WORKSHEET INSTRUCTIONS

Dear Student-Athlete:

PLEASE READ THE INSTRUCTIONS GIVEN BELOW.

Pick up a Missed Class Worksheet for each of your classes including on-line courses. Missed Class Worksheets are designed to enable you to communicate clearly with your instructors about course work, class meetings, etc., that you might miss as a result of your team's travel/competition schedule. It is **IMPERATIVE** that you complete these forms and get each instructor's approval of your plan of action regarding absences from his or her class. **Indicate on the grid below any classes you will not miss or any Internet courses.**

Please:

- I. **PRINT YOUR NAME AND CLASS INFORMATION AT THE TOP (Eng W131-34).**
- II. Obtain your **Team Travel Schedule** from your coach.
- III. Fill in columns 1 and 2 of the grid with your days of travel and place of competition respectively.
- IV. Look on your course calendar/syllabus for any corresponding dates of assignments/projects/tests due and fill in column 3.
- V. In column 4, explain how you intend, and when you intend, to complete the item due.
- VI. Present the completed form to your instructor and make an appointment to go over your plan.
- VII. If your Instructor agrees to your plan, ask them to sign the form.
- VIII. If he or she does not agree with your plan, work with the Professor to modify the plan in a way they find acceptable, and then have them sign the form.
- IX. If the Professor has a strict attendance policy that would cause your grade to be lowered substantially, come immediately to your Athletic Advisor to discuss the possibility of changing course sections.
- X. Leave a copy with the Professor, retain one for your records, and bring a copy to Ms. Clark's office (KT 108C).
- XI. Remind your Professor **two to three CLASS PERIODS prior to your missing class of your plan.** (A gentle reminder regarding the absence and when you will be completing the work.)
- XII. Use your copy to complete the assignments according to your plan; turn them in on the date to which you agreed. **DO NOT** ask for an extension; after all, the Professor did not have to agree to any of this in the first place.
- XIII. For Internet courses, if there is a possibility have internet access on the road, please let professor know via email and attach a copy of the email to this form.
- XIV. List of **NO MISSED CLASSES** and/or **INTERNET CLASSES**:

Failure to complete the form and return it to Ms. Clark by 12:00 NOON on the first Friday of the semester will result in your being removed from all athletic participation until the forms are returned.