

Dear Professor,

My name is _____, and I am a full time Mohawk College student in your _____ class. I've recently been selected for the Varsity _____ team and wanted to communicate this to you. As a student first, I have a responsibility to my academic studies, and I want to do my best to ensure that I maintain a fair balance in my schedule enabling me to excel in your classroom, as well as representing Mohawk College in athletics.

I know there is a fine line in balancing academic and athletic endeavors. College Athletics requires traveling that can result in scheduling conflicts from time to time. I will keep you informed and up to date on any schedule conflicts that may arise well in advance. I ask for your support in helping me manage these conflicts to allow me to achieve my goals. The expectations should be that I would make up classes and work in a timely fashion to stay on track in your program.

I am enclosing a copy of my team's playing schedule to identify some of these dates. I appreciate your support and I am looking forward to a great year at Mohawk College.

Sincerely,

Athletic Staff Verification

Michelle Ball
Director, Student Engagement & Athletics
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