EMAIL TO STAFF - Must be completed and sent to michaelhodder@nlschools.ca, paullewis@nlschools.ca ,glenncasey@nlschools.ca, loricox@nlschools.ca and tracycard@nlschools.ca

Exploits Valley High Staff,

The following students are traveling to_____(Location)_____ on _____(Dates)_____ to participate in _____(Tournament/Competition)_____ as approved by administration.

Please excuse them from class on _____(days missed from class as approved by admin)_____, as they are marked “T” -Principals Permission in powerschool.

The athletics should have contacted you individually to arrange for any missed work/assessments to be made up for.

Roster: (including jersey numbers for announcements)

Coaches:

Teacher Sponsor:

Trip information:
(Schedule)
(Departure - Return, etc)
Any links, etc so staff can follow team progress.

Athletes are responsible for reaching out to their individual teachers personally to notify them of their excused absences. They are still responsible for missed work due to travel. I suggest the following email template to guide their requests to teachers (in person is also encouraged).

Missed Class/Work Email Template:

I am writing to let you know I will be missing class on [Date(s)] due to Eagles Team Travel (detail the tournament and travel times).

I understand the importance of the material covered in your class and to ensure I stay on top of my coursework and do not fall behind, I am committed to being responsible for any work or assessments missed during my absence.

I kindly ask for your guidance on how to make up for the missed class content and any assignments or assessments that may be scheduled. I am ready to meet any deadlines or requirements you specify.

Sincerely,

_____