

The University of Texas at Dallas
Club Sports Program
Excuse Letter Form

Complete this form for any club member who will need to miss class for club related travel. Any members not included on this form will be responsible for contacting the Club Sports Office directly to make arrangements. All letters must be requested at least one week prior to the designated travel date. Any requests for excuse letters made after the Travel Request Form has been submitted will not be granted.

Date Submitted: _____ **Club Sport:** _____

Club Trip Leader: _____ **E-mail:** _____

Travel Details

Event Name: _____

Event Date(s): _____ **Event Location:** _____

Departure Date & Time: _____ **Return Date & Time:** _____

Class Information

Excuse letters only serve as notification of your absence and do not guarantee an excused absence with the Instructor. Individuals are responsible for speaking with their Instructors regarding related details.

| | Instructor's Name (with Salutation: Dr., Mr., Mrs., Prof., etc.) | Course Name | Student's Name (no nicknames) |
|------------|---|--------------------|--|
| Ex. | Professor Tricia Losavio | REC 101 | John Smith |
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Note: If more room is needed to process your request, please submit additional forms.