**RATHDRUM TECHNICAL COLLEGE**

**SPORTS-RELATED ABSENCE FROM CLASS**

**INSTRUCTIONS**

*The Sports Co-Ordinator should complete this form in the presence of the student.*

*This form should be completed in Microsoft Word format, printed and handed in to the school office.*

*A separate form should be completed for each student.*

**Date of request: Thursday, August 8, 2024**

Dear lecturer(s),

I as the sports co-ordinator request that student **<<NAME>>** is released from classes on **<<DATE>>** due to a college match against <<OPPONENTS>>.

<<NAME>> will put in their full efforts to make up missed class material. If there are in-class CA components it would be appreciated if <<NAME>> could complete them at a later date as soon as possible.

The importance of progression in college work while playing competitive sports has been made clear to the student.

*Regards,*

*John Murphy*

*Sports Co-ordinator*

Approved by Head of Department (signature):

Circulate to staff members concerned.

A copy to be retained in student’s hardcopy file.