April 8, 2025

Dear Faculty Member,

As stated in the 2024-2025 JWU Student Handbook under the section “Participation in Athletics or Other University-sanctioned Events,” all students participating in university-sanctioned events, including but not limited to, athletics (games and related travel, student organizations, etc.), only on occasion may have to miss class. **Students must notify the faculty member in advance of the missed class.** Any student who misses class for this reason should not be penalized and any work should be allowed to be made up in a timely fashion as discussed between the faculty and the students. Students in this situation are responsible for all material missed in class.”

Please excuse this student on **Tuesday, April 8th, 2025**, from your class as they will be attending the 11th Annual Sports, Entertainment, Event – Management Leadership Conference which will be taking place in Pepsi Forum from 9am to 2pm. This event is particularly important for Sports, Entertainment, Event – Management majors as it will provide attendees with key insights and networking opportunities that will be beneficial to their careers. However, it is open to all Johnson & Wales University - Providence Campus students.

In order to verify event attendance, all students who will miss a non-SEEM class have been instructed to have a SEEM faculty member sign off on this form. The student will then return this form to you as verification of their participation in the conference.

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Student Name

Thank you for your cooperation.

Lee Esckilsen, Department Chair

Sports, Entertainment, Event - Management

401-598-1299

