

## Spring Training: Assistance with School Absences

It is important to effectively communicate your spring training plans with your educators. An in-person meeting, if possible, can be more impactful and personalized, allowing you to express your commitment to your education and address any concerns they may have. However, if that is not feasible, an email can also be an effective way to communicate your plans. The email template provided below can serve as a starting point to help you organize your thoughts and make sure you have covered all the important details.

When communicating with your educators, it is essential to emphasize your dedication to maintaining your academic progress during your absence. You may also consider asking for their help in getting ahead with your work before you leave, making the transition smoother. Don't forget to ask for the following information:

- Units that will be covered during your absence
- List of assigned readings and any accompanying materials
- Homework and assignments that will be due during your absence
- Scheduled tests or exams and if they can be proctored or deferred
- List of necessary materials to bring, such as textbooks or calculators

By being proactive and thorough in your communication with your teachers, you can ensure that you are fully prepared and equipped to maintain your academic progress while participating in your spring training camp.

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### Email Template

**Subject: Absence for Spring Training Camp in Florida - [Start Date] to [End Date]**

Dear [Educator's Name],

I am writing to inform you that I will be attending the Spring Training Camp for Sprint Kayaking [or Canoeing] with Canoe Kayak Ontario Sprint. The camp will be held in Florida from [Start Date] to [End Date], and I am eager to attend and improve my skills in this sport.

This is an important training opportunity for me. Sprint kayaking is a sport that requires intense focus, discipline, and physical training, and this camp will provide me with the necessary environment to develop these skills. I am dedicated to making the most of this experience and I believe that it will positively impact my personal and academic growth.

I was hoping to get some information from you regarding the assigned reading, homework, assignments, and tests that I will be missing during my absence. I would also like to inquire if there is a possibility of proctoring any tests or postponing them until my return. I am committed to keeping up with my school work, there will be a designated space to study every day while I am away, as well as many other student athletes to study with. It would be really helpful to sit down with out and put together a planner to assist with keeping up with my school work and assignments while I'm away. I was also wondering if you have any suggested online tools, such as video tutorials, that can assist me with my homework.

I appreciate the extra work that this may require from you and I am grateful for your support in helping me plan ahead. If you need to communicate with me, I will be checking my email regularly, and I will be more than happy to stay in touch.

Thank you for your understanding and support. I am looking forward to sharing my experience with you upon my return.

Best regards,

[Your Name]