



TO: _____

FROM: **Dori Jenks, External Relations Coordinator**

DATE: **April 8, 2016**

RE: **Please excuse or make other class accommodations for**

**during College Day for the BFA program at the Department of Dance at
The Ohio State University on April 8, 2016.**

I request that you please excuse or make other class accommodations for this student. The department understands that excused absences or other class arrangements are at the discretion of each instructor. I request that you assist this student in whatever other class arrangements are in-line with your syllabus and grade expectations. You may contact me if you have any further questions or need any other authorizations.

Thank you for your time and consideration.

Dori Jenks

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For more information on our performances, go to the department home page www.dance.osu.edu.

You are welcome to send comments to the Chair after seeing a performance. We enjoy that!