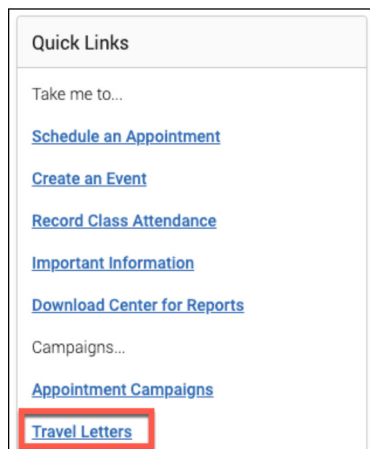




Travel Letters allow staff members to manage student absences due to a particular activity. Travel Letters help you notify both professors and/or students when a student will miss courses and or appointments.

You can locate your travel letter campaigns via the Quick Links on your Home Page or by clicking on the Campaigns & Events icon on the left sidebar.

Contact navigate360@fhsu.edu to request access if you do not have access to Travel Letters.



Travel Letters

[View All Campaign Types](#)

[+ Add New](#)

Select Category ▼

Select Tag ▼

Select the "+ Add New" Button to create a new Travel Letter.

Travel Letters > Create New

Name of Travel Letter

Travel Starts At [CT]:

12 am ▼

00 ▼

Travel Ends At [CT]:

11 pm ▼

45 ▼

Please utilize the FHSU Navigate360 naming convention for the "Name of Travel Letter"

Office Name_Semester&Year_Name of Event/Letter _Sender initials.

I work in the Academic Success Office, my example travel letter name would be:
ASO_F26_Transfer Network Event_KC



☒ Include all registered courses for selected students?

Subject of Email:

Body

Paragraph
▼
B
I
































Dear {professor_name},
 Due to a competition, certain members of the {categories} will be absent from all classes after {start_date}. The team will return at {send_date}. We are requesting excused absences for only the following student athletes for scheduled classes between the above dates and times:
 {students_names}
 Please address any concerns that may arise with the student-athlete or their athletic advisor.
 If your class does not fall within this time frame, please disregard this notice.
 Thank You,
 {creator_name}

The application starts you out with a base letter that you can use to help you get started. Saving this letter does not send it. You are only saving the formatting and the students to whom it will be sent.

Letterhead

[Choose File](#) No file chosen

For best results, images should be about 580 pixels wide. File must be an image file: JPEG, JPG, or PNG are recommended.

You will want to select the box marked "Include all registered courses for selected students", then you can type the Subject of the Email and the body. Please utilize or keep the merge tags if you are sending the travel letter to multiple instructors for multiple students.

Selecting Students

You can assign students to a travel letter in multiple ways. You can find and select individual students names and add to the travel letter campaign. If you have a category set up from Workday in EAB Navigate360, select the box for that category. If the full football team is not traveling, a Tag can be set up in EAB that will pull a select group of students.

Find & Select Individual Students

Select Students From Categories

- ☐ Athletics: Football
- ☐ Athletics: Men's Basketball
- ☐ Athletics: Men's Golf
- ☐ Learning Communities: AI Tigers - Learning Community F26-S27

Select Students From Tags

- ☐ On-campus Orientation F26
- ☐ On-campus Orientation S26
- ☐ Schmidt Foundation Scholar

After you have written your travel letter and selected your student(s), select

[Save Travel Letter](#)

Sending your Travel Letters

After you have saved your travel letter, you will see a menu with tabs that include: Contents of Letter, Students, Professors, Appointments Missed and Absences. At this time absences are not tracked in Navigate360, so you will not need to utilize that tab. If you are saving your Travel Letters ahead of time and sending in the future, it is important to select "refresh known conflicts", before checking missed appointments or sending travel letters.

Travel Letters > TEST Travel Letter

Contents of Letter	Students	Professors	Appointments Missed	Absences
---------------------------	----------	------------	---------------------	----------



On the Professors tab, you will see professors impacted by the dates selected for the travel letter. You will need to select the box next to the professor(s) name or the box at the top that selects all. Then on the "Actions" menu select send travel letters.

Travel Letters > Summer 2026 TEST

Contents of Letter	Students	Professors	Appointments Missed	Absences
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Professors Affected By This Schedule

Actions ▾

☒	PROFESSOR
☒	Kniffin, Lori

➔

Actions ▲

Send Travel Letters	PROFESSOR
Print Travel Letters	
Send Message	Kniffin, Lori

The email will populate. Make any additional edits and you can select the button " Send Travel Letter"

SEND TRAVEL LETTER TO PROFESSORS

Generated scheduling conflicts were last updated on 07/16/2026 8:29am CT. To ensure you are sending this letter to the appropriate people, close this window and select "Refresh Known Conflicts."

If some of the selected professors do not appear in the To: field, then they do not have an email listed in the application for their account.

To:

Lori Kniffin

From:

Kathleen Cook

Subject:

TEST Student will be absent from class

Message:

Paragraph B I Link Indent Bullets Undo Redo

Dear {professor_name},

TEST Due to an activity, the following students will be absent from all classes after {start_date}. The group will return at {send_date}. We are requesting excused absences for only the following students for scheduled classes between the above dates and times:

{students_names}

Please address any concerns that may arise with the student.

If your class does not fall within this time frame, please disregard this notice.

Thank You,
{creator_name}

Cancel
Send Travel Letter

For additional information, visit this [EAB Navigate360 Help Center article](#).