

Attendance Flag Message: Sent to student, includes Raiser's comments, and comes from Flag Raiser.

Template

Dear [Student First Name],

You've been flagged for an [Flag Name] in [Course Name].

[Raise Notes]

I believe that you can be more successful in your academic studies and know that attending class is the first step to accomplishing your goals. Missing class content can affect your grades and academic performance. It is not too late to change your attendance habits.

Please understand that another absence or instance of non-participation will result in a WA drop for non-attendance.

Please contact me regarding this matter.

Sincerely,

[Raiser Name]

Example:

Dear Rachel,

You've been flagged for an Attendance Concern in Introduction to Microbiology.

Here are my additional comments:

Rachel missed 3 classes this month.

I believe that you can be more successful in your academic studies and know that attending class is the first step to accomplishing your goals. Missing class content can affect your grades and academic performance. It is not too late to change your attendance habits.

Please understand that another absence or instance of non-participation will result in a WA drop for non-attendance.

Please contact me regarding this matter.

Sincerely,

Yasmin Gold