

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

Template

Dear [Student First Name],

I have a concern regarding your actions in your [Course Name] course. Your behavior disrupts the educational process, and it will not be tolerated in the classroom.

[Raise Notes]

Please note that the Dean of Student Services has been made aware of this behavior.

Students enrolling at Southeastern Illinois College are expected to conduct themselves in a manner compatible to the College's function as an educational institution.

Please contact me so that we may discuss this matter further.

Sincerely,

[Raiser Name]

Example:

Dear Rachel,

I have a concern regarding your actions in your **Introduction to Microbiology** course. Your behavior disrupts the educational process, and it will not be tolerated in the classroom.

My notes on the behavior:

Rachel missed 3 classes this month.

Please note that the Dean of Student Services has been made aware of this behavior.

Students enrolling at Southeastern Illinois College are expected to conduct themselves in a manner compatible to the College's function as an educational institution.

Please contact me so that we may discuss this matter further.

Sincerely,

Yasmin Gold