

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

*Template*

Dear [Student First Name],

Based on your course grades, I have a concern about your [Flag Name] in [Course Name]. It may not be too late to bring this grade up!

[Raise Notes]

[(SIC)Statement of Resources and Concern requesting email reply and written in first person]

Sincerely,

[Raiser Name]

*Example:*

Dear Rachel,

Based on your course grades, I have a concern about your **Low Average** in **Introduction to Microbiology**. It may not be too late to bring this grade up!

Here are my additional comments:  
*Rachel missed 3 classes this month.*

I encourage you to make an appointment to receive tutoring in room A 145 by calling 618-252-5400 ext. 2383. Nursing students must contact Tabitha Neal at 618-252-5400 ext. 2331 to schedule tutoring.

Because I care about your success, please contact me to discuss this matter further.

Sincerely,

Yasmin Gold