

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

Template

Dear [Student First Name],

Based on your course grades, you have [Flag Name] in [Course Name]. It is not too late to improve your overall grade in this class!

[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, you have **Low Quiz/Test Scores** in **Introduction to Microbiology**. It is not too late to improve your overall grade in this class!

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