

**Missing or Late Assignment Concern Message:** Sent to student, includes Raiser's comments, and comes from Flag Raiser.

*Template*

Dear [Student First Name],

I have a concern about your [Flag Name] in [Course Name].

[Raise Notes]

Turning in assignments on time is critical to your success in this course. I believe that you can be more successful in this course. Please address this concern promptly.

Please contact me to discuss this matter further.

Sincerely,

[Raiser Name]

*Example:*

Dear Rachel,

I have a concern about your **Missing or Late Assignments** in **Introduction to Microbiology**.

Here are my additional comments:

*Rachel missed 3 classes this month.*

Turning in assignments on time is critical to your success in this course. I believe that you can be more successful in this course. Please address this concern promptly.

Please contact me to discuss this matter further.

Sincerely,

Yasmin Gold