

Email Template: Attendance/Participation Concern to Student

From: sxbrla@rit.edu

Reply To: sxbrla@rit.edu

Subject: [Class Name]: Academic Alert for [Student's Name]

When you send an alert to a student, the system will generate a standardized email directly to the student from your email address.

Dear [Student's Name],

Your name (as it appears in SIS), the student's name, and the name of the course are auto-populated in the email.

Your instructor, [Instructor First and Last Name], has noticed you have not been attending and/or participating in [Course Name].

Instructor comments:

Your personalized comments to the student(s) will be shown in the 'Instructor comments' section of the email. You can add comments in a report or when using the 'Raise Flag' function.

Hi {Student Name}. I am concerned that you have missed 2 of our first 4 classes. I want you to be successful in this course. Please come see me during office hours this week so I can help you determine how to get on track before the first assignment is due.

Please contact your instructor as soon as possible to discuss class expectations. Attendance and participation are important for success in your studies and help strengthen your understanding of the material.

Alerts are shared with your advisor(s) and academic department leadership. They are here to support you and can recommend additional campus resources for you. Contact information for your advisor(s) can be found in your [SIS Student Center](#).

The academic alert system is made available to students, advisors and instructors through the division of Academic Affairs. It is designed to help you succeed at RIT by connecting you with support and resources. If you have questions about the Starfish system, please contact us at starfish@rit.edu

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