

No Show email to Student for Roster Verification Pilot

From: sxbrla@rit.edu

ReplyTo: sxbrla@rit.edu

Subject: Academic Alert for Jane Student in Writing Seminar

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

Dear Jane,

The student's name, and the name of the course are auto-populated in the email.

Your instructor, Stephanie Bauschard, has indicated that you have missed the first two classes in Writing Seminar. Please contact your instructor as soon as possible to discuss your success in this course and at RIT. If your plans have changed and you are not currently attending RIT, please notify your instructor or your department as soon as possible so that our records can be updated.

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

Instructor comments:

Jane, you have missed 3 classes this month.

We recommend you utilize the following RIT resources:

- Primary Academic Advisor and/or NTID Counselor/Advisor - contact information can be found in your [SIS Student Center](#)
- Academic support resources for:
 - RIT students - Academic Support Center www.rit.edu/asc
 - NTID supported students - NTID Learning Consortium www.ntid.rit.edu/nlc/

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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