## RIT365: No Show (RIT)

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

**From**: fredinstructor@rit.edu  
**ReplyTo**: fredinstructor@rit.edu  
**Subject**: Academic Alert for Jane Student in RIT365 YOPS.10.01.2191

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

Dear Jane Student,

My attendance records show that you missed “Lift Off” and the first week of our RIT 365 class. Completion of this course is a requirement for all first year students and is one of the keys to ensuring your overall success at RIT.  Please contact me as soon as possible so that we can discuss your success in this course and at RIT.  If your plans have changed and you are not currently attending RIT, please notify me or your academic 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 progress survey or when using the ‘Raise Flag’ function.

Instructor Comments:   
*These are my raise notes.*

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](https://sis.rit.edu/info/welcome.do)
* Academic support resources for:
  + RIT students - Academic Success Center[https://www.rit.edu/asc](https://www.rit.edu/studentaffairs/asc/)
  + NTID supported students - NTID Learning Center [www.ntid.rit.edu/nlc/](http://www.ntid.rit.edu/nlc/), and NTID Support Tutors can be found in your [SIS Student Center](https://sis.rit.edu/info/welcome.do)

Sincerely,

The YearOne instructor’s name (as is appears in SIS) will be included as the signature.

Fred Instructor

*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.*

CONFIDENTIALITY NOTE: The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.