



FLAG EMAIL TEMPLATES



IN DANGER OF FAILING

From: Raiser's email address

To: Student's CSN email address

Subject: Student's name, your progress in Course name is causing a concern.

Dear Student's name,

Your success is very important to me. Based on your progress in Introduction to Course name, you may be in danger of failing this course, and I would like to speak with you about your options to ensure you stay on your academic track.

Here are my additional comments:

Raiser comments

Sincerely,

Raiser's name

MISSING/LATE ASSIGNMENTS

From: Raiser's email address

To: Student's CSN email address

Subject: Student's name, you have Missing/Late Assignments in Course name

Dear Student's name,

I noticed that you're missing some assignments in Course name. You can be successful in this class, but completing your work is crucial to your success. It is not too late to start submitting your work on time.

Here are my additional comments:

Raiser comments

Sincerely,

Raiser's name

ON-GROUND ATTENDANCE CONCERN

From: Raiser's email address

To: Student's CSN email address

Subject: Student's name, your instructor has noted an Attendance Concern in Course name

Dear Rachel,

I noticed that you've missed some classes in Course name. You can be successful in this class, but attending class is crucial to your success. It is not too late to change your attendance habits.

Here are my additional comments:

Raiser comments

Sincerely,

Raiser's name

ONLINE ATTENDANCE CONCERN

From: Raiser's email address

To: Student's CSN email address

Subject: Student's name, your instructor has noted an Online Attendance Concern in Course name

Dear Student's name,

I noticed that you haven't logged into Canvas in Course name. You can be successful in this class, logging in daily to classes is crucial to your success. It is not too late to change your participation habits.

Here are my additional comments:

Raiser comments

Sincerely,

Raiser's name