



# Attendance Concern

## EMAIL TO STUDENTS

From: Flag Raiser  
Subject: We miss you in our [Course Name] class.

Dear [Student First Name],

We've missed you in the last few class meetings and class isn't the same without you! Is everything okay?

I care about your success in class. Missing class content can affect your grades and academic performance. It would be great to chat with you before or after class so that we can discuss strategies and resources you can use for getting caught up.

If your struggle is not class related, please email me directly so that I can connect you with available MPC resources.

Sincerely,  
[Raiser Name]



## TEXT TO STUDENTS

Dear [Student First Name],

We've missed you in [Course Name] class. Is everything okay? Please come see or email me.

Sincerely,  
[Raiser Name]