



Missing/Late Assignments

EMAIL TO STUDENTS

From: Flag Raiser
Subject: You're not yet passing [Course Name] class.

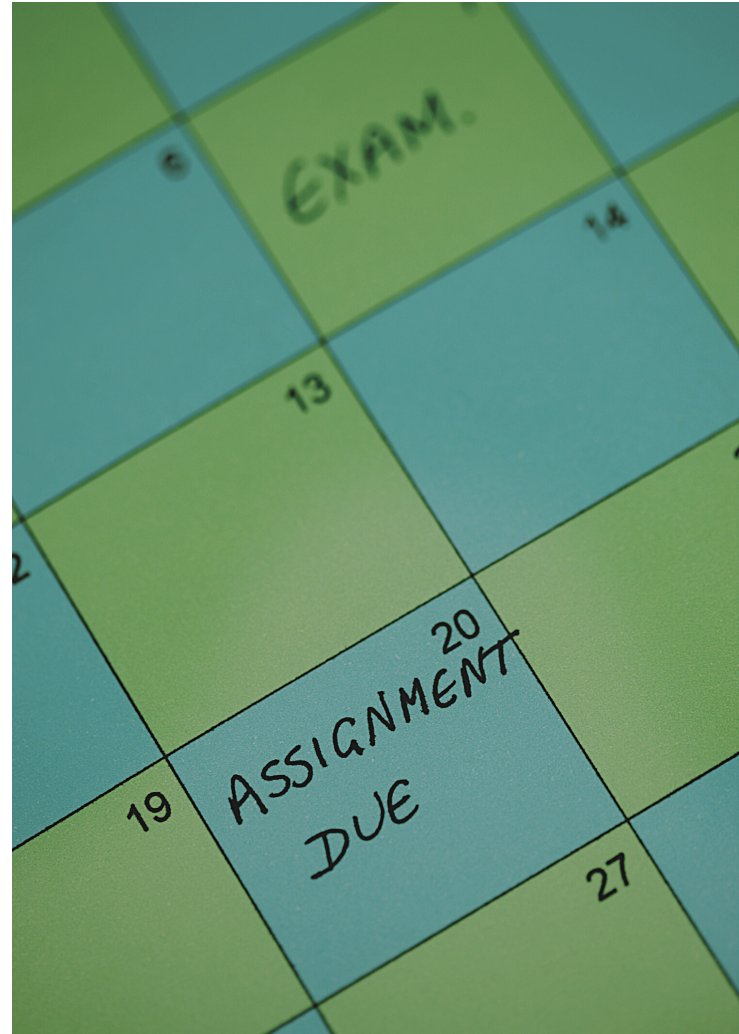
Dear [Student First Name],

Your success in this course matters to me and I am concerned that you are missing assignments.

[Raise Notes]

Completing course assignments is critical to mastering course content. Please contact me to talk about your next steps regarding this work. You can email me, visit during my office hours, or speak with me after class. If your struggle is not class related, please email me directly so that I can help connect you to MPC resources.

Sincerely,
[Raiser Name]



TEXT TO STUDENTS

[Student First Name], I'm concerned about missing assignments in [Course Name]. Please contact me to discuss next steps.