

**Missing/Late Assignment Flag**

From: Flag Raiser

Reply-to: Flag Raiser

Subject: Missing/Late Assignment in [Course Name]

**Email:**

Dear [Student First Name],

I'm concerned you have a missing or late assignment in [Course Name] .

I believe you can be successful in college and completing assignments on time is important! Regular review of the concepts we learn in class is one of the best ways to master the course content. You may want to re-visit the class syllabus to see my policy on accepting late work.

[Raise Notes]

I am available to help you with your assignments and Salt Lake Community College has many resources that can aid your effort to improve your academic performance and assist with personal concerns.

I believe that you can be successful in your academic studies. Salt Lake Community College has many resources that can aid and support your academic and personal life. For example, Salt Lake Community College offers free tutoring for enrolled students. The [Tutoring and Learning Centers](#) and [Student Writing Centers](#) are available to assist with assignments and reviewing exams at Taylorsville Redwood Campus, Jordan Campus, South City Campus, West Valley City Center, Miller Campus, Library Square Center, and online.

I would like to work with you to address your concerns and connect you to the right resources. Please reply to this e-mail to contact me or consider contacting the [Academic and Career Advising](#) office at your preferred campus.

I care about your success!

Sincerely,

[Raiser Name]

[Raiser Email]

[Raiser Phone]

**Text:**

Please check your SLCC Bruinmail for an important message from [Instructor Name].