

## **Not Coming to Class**

From: Flag Raiser  
Reply-to: Flag Raiser  
Subject: Not Coming to Class in [Course Name]

### **Email:**

Dear [Student First Name],

I am concerned you have been missing class in [Course Name].  
Missing class content can affect your grades and academic performance. It is not too late to attend class regularly.

[Raise Notes]

I believe that you can be successful in your academic studies and know that attending class is the first step to accomplishing your goals. Salt Lake Community College has many resources that can aid and support your academic and personal life.

I would like to work with you to address your concerns and connect you to the right resources. Please reply to this email 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 Bruinmails for an important message from your instructor in [Course Name].