

Template for sending to students who have not been attending class (First ASR)

Dear [insert name],

I am reaching out because I am concerned that you have not been attending class. It is important that you attend class sessions so you don't miss critical course information and points related to in-person activities. **It is early in the semester. If you start attending class, you can still be successful!** You may have specific reasons for missing class and need additional support. If you require accommodations, please register for accommodations with SAILS: [Student Accessibility and Inclusive Learning Services](#). If you would like to talk to a counselor, services are available 24/7 through [ASU Counseling Services](#). If you have academic planning questions, contact your academic advisor (on [My ASU](#) in the Academic Support Team box). Finally, if there are other extenuating circumstances related to your absences, please contact me as soon as possible so we can discuss the best way to move forward. I want to help you succeed in this class!

Best regards,

Template for sending to students who have not been attending class (Second ASR)

Dear [insert name],

I am writing to you because you have not been attending class and you did not respond to my previous message. Remember: Attending class sessions is essential to doing well in this course. If you continue to miss class sessions, it is unlikely that you will be able to successfully complete this course. **If you take action now by attending class, there is still time for you to get back on track!** I want to help you succeed in this class. If you have questions or additional information related to your absences, please contact me. I also recommend that you contact your academic advisor (on [My ASU](#) in the Academic Support Team box) so they can discuss your specific situation and options.

If you require accommodations, please register for accommodations with SAILS: [Student Accessibility and Inclusive Learning Services](#). If you would like to talk to a counselor, there are services available 24/7 through [ASU Counseling Services](#). Remember: You have a lot of support and resources available to help you succeed in this course, but we need to hear from you. Do not hesitate to reach out to me if you have questions.

Best regards,

Template for sending to students who have not been submitting assignments (First ASR) - Session C

Dear [insert name],

I am reaching out because I am concerned that you have not been completing course assignments. **It is early in the semester. There is still plenty of time for you to get back on track!** I recommend that you [sign in to Canvas](#) and review your missing assignments (assignments and due dates are listed on the course home page). [If you have a policy that allows students to complete late work for full or partial credit, insert it here.] It is important that you keep up with assignments and submit them by the stated due dates. If you are having trouble with the course content, please email me or the TA for help getting caught up. We are here to help and support you! You can also access free tutoring services through the [ASU Tutoring Centers](#).

If you require accommodations, please register for accommodations with SAILS: [Student Accessibility and Inclusive Learning Services](#). If you would like to talk to a counselor, there are services available 24/7 through [ASU Counseling Services](#). If you have academic questions, contact your academic advisor (on [My ASU](#) in the Academic Support Team box). Finally, if there are other extenuating circumstances you are experiencing, please contact me as soon as possible so we can discuss the best way to move forward. Remember: You have a lot of support to help you succeed in this course. You can still do well in the class if you take action now!

Best regards,

Template for sending to students who have not been submitting assignments (First ASR) - Session A/B

Dear [insert name],

I am reaching out because I am concerned that you have not been completing course assignments. **This course is only 7.5 weeks. It is important that you get back on track quickly!** I recommend that you [sign in to Canvas](#) and review your missing assignments (assignments and due dates are listed on the course home page). [If you have a policy that allows students to complete late work for full or partial credit, insert it here.] To be successful in this class, you need to keep up with assignments and submit them by the stated due dates. If you are having trouble with the course content, please email me or the for help getting caught up. We are here to help and support you! You can also access free tutoring services through the [ASU Tutoring Centers](#).

If you require accommodations, please register for accommodations with SAILS: [Student Accessibility and Inclusive Learning Services](#). If you would like to talk to a counselor, there are services available 24/7 through [ASU Counseling Services](#). If you have academic questions, contact your academic advisor (on [My ASU](#) in the Academic Support Team box). Finally, if you are experiencing other extenuating circumstances, please contact me as soon

as possible to discuss the best way to move forward. Remember: You have a lot of support to help you succeed in this course. You can still do well in the class if you take action now!

Best regards,