

EARLY ALERT – NO SHOW FLAG
Sample Email to Student

Instructors send out early alert notifications from {start date} – {end date}.

{Instructor's name}, your instructor in {course}, has no record of you ever attending this class. Not attending class can put you in danger of failing your class which can affect your financial aid and degree progress. It is not too late to change your attendance habits.

Your instructor's comments are: Rachel missed 3 classes this month.

Take control over your situation immediately by using the following resources to help you reach your academic goals and avoid the potential negative consequences of failing a course:

1. Connect with your instructor to determine what options you have to raise your grade.
2. Meet with your academic advisor about how failing or dropping a course will affect your program of study. You can schedule an appointment with your advisor by using [Starfish](#). You will find your advisor's name in [My Success Network](#).
3. Contact [One Stop Student Services](#) to discuss how failing or dropping a course may impact your financial aid.
4. Make an appointment with [Learning Services](#) for academic coaching to review college learning strategies such as time management and effective study techniques.

Important dates and deadlines, including the last day to withdraw from a full-term course, can be found [here](#).

If you have any questions regarding why you are receiving this notification, please contact your instructor.