

Automated Attendance Indicators

Referral Type(s)

Automated Attendance Indicators

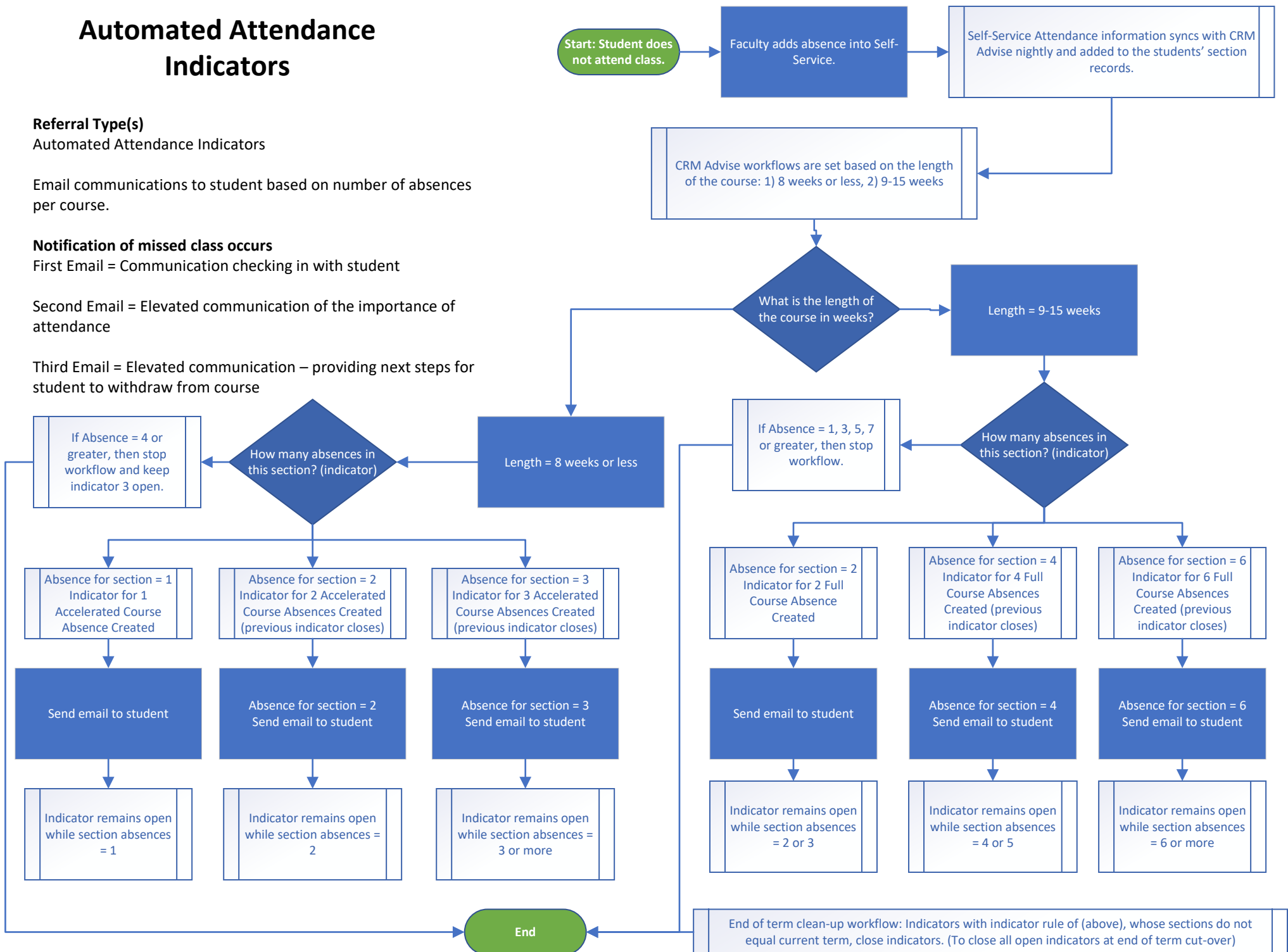
Email communications to student based on number of absences per course.

Notification of missed class occurs

First Email = Communication checking in with student

Second Email = Elevated communication of the importance of attendance

Third Email = Elevated communication – providing next steps for student to withdraw from course



Automated Attendance Indicator Emails

Creation of Delta email address (not a monitored account):

AttendMonitorNoReply@delta.edu

AUTOREPLY ON ACCOUNT

This is an unmonitored email account. If you need support, please refer to your professor, or your advisor.

Initial Email from Attendance Monitor to Student

Explanation: The following email is sent to students when they have one absence in an accelerated class or two absences in a full-term course.

Subject: Checking In – Is Everything Okay?

Dear [Student's Name],

I hope you're doing well. We've noticed your recent absence from class and wanted to check in. Regular attendance is key to your success; it's the best way to be sure you're learning and able to complete course tasks.

If you're facing challenges, know that we're here to help. Delta College offers many resources to support your success, including [tutoring](#), [academic advising](#), and [assistance for unforeseen circumstances](#). Don't hesitate to reach out to professors, advisors, or support services.

You have the potential to succeed. With dedication and support, you can overcome any hurdles. Let us know how we can assist you.

Looking forward to your return to class.

Warm regards,

Attendance Monitor

Delta College

NOTE: Your professor cares about your success. If you believe this notification was in error, please contact your professor as soon as possible. To review courses with absences, consult Academic Attendance in Student Self Service here: <https://ss.delta.edu/Student/Student/StudentAttendance>

Follow-Up Email from Attendance Monitor to Student

Explanation: The following email is sent to students when they have two absences in an accelerated class or four absences in a full-term course.

Subject: Following Up – Is Everything Okay?

Dear [Student's Name],

I hope this message finds you well. We've observed your continued absence from class and are increasingly concerned. Regular attendance is crucial for your academic progress and provides essential learning opportunities.

If you're facing any challenges, time is of the essence. Please know that we're here to help. Delta College offers a range of resources to support your success, including [tutoring](#), [academic advising](#), and [assistance for unforeseen circumstances](#). Do not delay in reaching out to professors, advisors, or support services.

We are eagerly anticipating your return to class, but more importantly, we want to ensure your well-being and success at Delta College.

Warm regards,

Attendance Monitor

Delta College

NOTE: Your professor cares deeply about your success. If you believe this notification was in error, please contact your professor as soon as possible. Please act swiftly to address any challenges you may be facing. To review courses with absences, consult Academic Attendance in Student Self Service here: <https://ss.delta.edu/Student/Student/StudentAttendance>

Final Notice from Attendance Monitor to Student

Explanation: The following email is sent to students when they have three absences in an accelerated class or six absences in a full-term course.

Subject: Urgent: Continued Attendance Concerns and Exploring Your Options

Dear [Student's Name],

We have continued to note your absence from class with growing concern. Regular attendance is vital for your progress and the learning opportunities provided in the course.

If you're experiencing challenges, it is crucial to act promptly. Remember, we are here to support you. Delta College offers a range of resources, including [tutoring](#), [academic advising](#), and [assistance for unforeseen circumstances](#). Please do not hesitate to reach out to professors, advisors, or support services.

While we believe in your potential for success, we recognize that sometimes circumstances require consideration of alternative options. To this end, we want to inform you of the following possibilities:

- 1. Course Withdrawal:** If you believe that continuing with this course is not in your best interest at this time, you may consider withdrawing. This option allows you to step back and re-engage with college later. The [withdraw](#) option is only available until the 80 percent course completion mark. [Click here to view the important dates by course section.](#)
- 2. Pass/No Credit Grading:** Depending on your circumstances, you may choose to stay in class but opt for a Pass/No Credit grade instead of a traditional letter grade. This option allows for a more flexible approach to assessment. The [pass/no credit](#) option is only available until the 80 percent course completion mark. [Click here to view the important dates by course section.](#)
- 3. Request for Leave of Absence:** If you find that taking a temporary break from your studies would be beneficial, you may request a [leave of absence](#). If granted, this allows you to pause your current courses for up to 180 days when experiencing a medical emergency or other unforeseen significant life event that limits your ability to attend or participate in your coursework.

We understand that these decisions may be difficult. We help students facing challenging situations each semester figure out their best move. We can do so for you, too, without judgment. You are not alone in making this sort of decision. We want to ensure you have the support and options you need to make the best choice for your well-being and academic journey.

Your professor and advisor are deeply invested in your success. Because each of these options have timelines, please don't hesitate to act promptly and communicate your decision. To review courses with absences, consult Academic Attendance in Student Self Service here:

<https://ss.delta.edu/Student/Student/StudentAttendance>

Warm regards,

Attendance Monitor

Delta College