*(Online class)*

October 6, 2017

Student Name

Mailing Address

City, State Zip Code

Dear Student First Name,

You are enrolled in my online <NAME OF YOUR CLASS> class. You have logged into Blackboard but submitted only <the Federal Initial Attendance and Participation Module and Video Discussion – OR # ASSIGNMENTS>. The last date of participation in Blackboard was <DATE>.

It is your responsibility to log into Blackboard and complete assignments. At this point, you are # assignments, # tests, # performance, # quizzes, and # discussions behind <SPECIFIC TO YOUR CLASS>.

You need to submit some assignments by <DAY OF WEEK, MONTH, DAY> or I will to recommend that you be dropped from this class for excessive absences. If you are withdrawn for excessive absences, you will be given a grade of “FE” which calculates as an “F” in your grade point average. If you receive financial aid, this action could affect your financial aid eligibility.

Please contact me if you have any questions.

Sincerely,

Instructor Name