**Behavioral Concern Message**: Sent to student, includes Raiser's comments, and comes from Flag Raiser.

*Template*

Dear [Student First Name],

I have a concern regarding your actions in your [Course Name] course. Your behavior disrupts the educational process, and it will not be tolerated in the classroom.

[Raise Notes]

Please note that the Dean of Student Services has been made aware of this behavior.

Students enrolling at Southeastern Illinois College are expected to conduct themselves in a manner compatible to the College's function as an educational institution.

Please contact me so that we may discuss this matter further.

Sincerely,

[Raiser Name]

*Example:*

Dear Rachel,

I have a concern regarding your actions in your *Introduction to Microbiology* course. Your behavior disrupts the educational process, and it will not be tolerated in the classroom.

*My notes on the behavior:*

*Rachel missed 3 classes this month.*

Please note that the Dean of Student Services has been made aware of this behavior.

Students enrolling at Southeastern Illinois College are expected to conduct themselves in a manner compatible to the College's function as an educational institution.

Please contact me so that we may discuss this matter further.

Sincerely,

Yasmin Gold