

Sample Emails for Outreach to Students

Below you'll find sample email scripts that you can use as a starting point for reaching out to students in a variety of situations, particularly in cases when you have been unable to speak to them in person. If you have suggestions for additional scripts we can provide, please send an email to citl@uwsp.edu with your ideas.

NOTE: We've included links to campus resources, as appropriate. Always double check that the links work before sending to students.

Sample 1: Concerns about academic performance (still time to turn things around)

Subject Line: Support for [COURSE NAME]

Dear [STUDENT NAME],

I want to check in with you because I am concerned about your current grade in [insert name of course] and I want to help you get back on track to successfully complete the class.

I know there are many reasons why students may struggle in a class, some of which are directly related to academics and some which are not. I'd like to share some of the campus resources available to help you, regardless of the kind of support you may need.

- If you need help understanding course content, refining your study skills, or managing your time, please consider visiting me during my office hours [INCLUDE DATES AND TIMES HERE] or email me to schedule a time to meet. You may also want to look at the services offered by the [Tutoring-Learning Center \(TLC\)](#), such as Academic Coaching or tutoring.
- If you are struggling with your mental health, please take a look at the resources available through the [UWSP counseling center](#). They have a variety of tools available to support you, which are free for most students.
- It can be challenging to do your best in class if you have trouble paying your bills or having enough food to eat. If you're having trouble financially, resources like [the Cupboard, The Closet, or The Backpack](#) can help. [Emergency grants are](#) also available through the Dean of Students Office (715-346-2611 or dos@uwsp.edu).

Please let me know if you have any questions. I'm happy to talk with you before or after class, or during my office hours.

Regards,

[YOUR NAME]

Some of these scripts were modified from:

https://success.oregonstate.edu/sites/success.oregonstate.edu/files/fac_staff_pages/sample_emails_for_outreach.pdf

Sample 2: Email Due to Poor Attendance

Subject Line: Checking In

Dear [STUDENT NAME],

I've noticed that you've missed quite a few of our meetings for [COURSE NAME] and wanted to check in to see if you're okay. Attending class and participating in discussions and activities is an important part of your learning, and I want to help ensure you're successful in the course.

Let me know if there is anything I can do to help or any campus resources I can help connect you to. I hope to see you in class on [Next scheduled class date].

Sincerely,

[YOUR NAME]

Sample 3: Email after Missing Class & First Assignment

Subject Line: Progress in [COURSE NAME]

Dear [STUDENT NAME],

I noticed that you have missed the first [#] classes and have not turned in the first assignment (worth [X]% of your grade) and wanted to check in to see if you're okay.

Attending class is important to your success in our course, and these early assignments are a chance to practice with course content and get feedback from me that can support your success in the course.

I'd like to meet with you during office hours to make a plan for success in this course. I can also help connect you to campus resources that can support you in coping with any challenges you may be facing.

Please reply and let me know if you're available to visit office hours [INCLUDE DATES AND TIMES HERE] or what other times work for your schedule during the week. Let's work together so you can catch up and do your best in [COURSE NAME].

Sincerely,

[YOUR NAME]

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Sample 4: Email to Follow Up About Campus Resources

Subject Line: Follow Up on Campus Resources

Dear [STUDENT NAME],

Thank you for coming to meet with me today to discuss [TOPIC]. I wanted to follow up with you to share links to the campus resources we discussed.

[CHOOSE WHICH RESOURCES FROM THE LIST BELOW TO SHARE BASED ON YOUR CONVERSATION]

- In addition to coming to see me for help, the [Tutoring-Learning Center \(TLC\)](#) can provide additional academic support like Academic Coaching or tutoring. You can take advantage of these supports at no cost to you.
- The [UWSP counseling center](#) has a variety of tools available to support your wellbeing, ranging from peer groups to well-being courses and counseling. These services are free for most students.
- [The Cupboard, The Closet, or The Backpack](#) can help you with needs related to food, clothing, or school supplies. [Emergency grants are](#) also available through the Dean of Students Office (715-346-2611 or dos@uwsp.edu).

Thank you again for coming in and please let me know if there is anything else I can do.

Best,

[YOUR NAME]

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