Starfish Email Templates

**DVC Super Star (A or B)**
Subject: Kudos! You’re a DVC Student Super Star. Keep Up the Good Work in [Course Name]

Dear [Recipient First Name],

Congratulations!

I appreciate your dedication and hard work in [Course Name]. Keep up the good work!

[Comments]

Sincerely,

[Raiser Name]

**DVC Rising Star (B or C)**
Subject: Kudos! You’re a DVC Student Rising Star. Great Follow Through in [Course Name]

Dear [Recipient First Name],

Congratulations!

I appreciate great follow through and hard work in [Course Name]. Keep up the good work!

[Comments]

Sincerely,

[Raiser Name]

**DVC Academic Support (D or F)**
Subject: Student Academic Performance Alert for [Course]

Dear (Student’s name),

I am contacting you because I am concerned about your performance in [Course]. Please contact me to discuss your performance and your academic standing in this course.

Additional Comments: [Required Comments]

Sincerely,

[Raiser Name]
**DVC Attendance Concern**  
Subject: Student Attendance Concern in [Course Name]  

Dear [Student First Name],  

I am concerned about your attendance in [Course Name].  

Class Attendance is a key component to academic success and poor attendance may negatively impact your grade. If there is an obstacle affecting your ability to attend class, you are encouraged to speak with me directly or schedule an appointment to discuss options and strategies to address your attendance.  

Here is additional feedback regarding your status: [Required Comments]  

Sincerely,  
[Raiser Name]  

**DVC Academic Counseling Referral**  
Subject: DVC Academic Student Counseling Referral  
Dear [Recipient First Name],  

I care about your success! I feel you could use some extra guidance for [Course Name]. Below you will find a referral that I believe will help you succeed.  

Referral Name: [Referral Name]  
Course: [Course Name]  
Comments: [Add Notes]  
Due Date: [Due Date]  

Sincerely,  
[Creator Name]
DVC Tutoring Referral
Subject: DVC Student Tutoring Referral

Dear [Recipient First Name],

I care about your success! I feel you could use some extra help in [Course Name]. Below you will find a referral that I believe will help you succeed.

Referral Name: [Referral Name]

Course: [Course Name]

Comments: [Add Notes]

Due Date: [Due Date]

DVC Tutoring is available at different locations throughout the campus. Look here for dates and times of availability: https://www.dvc.edu/current/tutoring-services/index.html. For questions regarding tutoring contact Katy Agnost at 925-969-2405.

Sincerely,

[Creator Name]