Here is my template for emailing a student to check in. Since the precise language used is really important, I wrote little comments on the side to describe why I chose something or didn’t choose something else. My goal is to demonstrate warmth, flexibility, care, and openness in this email, so I think the specific choice of language is important.

There is also [evidence](https://www.chronicle.com/article/How-One-Email-From-You-Could/244223) that “nudging” students who perform “poorly” on the first exam can actually promote their success later in the course, even without offering resources. I think the language used in that link is even a bit harsh, as described below. I do agree that emailing students who perform below the average grade, or below some threshold you have set will likely help them succeed.

Hi [student name],

I’m reaching out to check in [and offer support to you]. I am the instructor for [Class] and [I haven’t seen you in class for the last few classes.] OR [I noticed that your assignment was submitted late.] OR [I am wondering if you want to discuss your last exam.] I want to make sure that you are doing okay and that there are no barriers to your success in the class. I value your perspective and participation, so I want to do what I can to facilitate your involvement.

I am happy to be flexible and accommodate you. I hope that you will reach back out so that we can find a way to promote your success during the rest of the class. I have linked some resources below in case they are helpful.

Please do not feel like your response to this email needs to be lengthy or must provide me with a deep explanation. Let’s simply touch base via email or a [Zoom] meeting and then we can figure out where to go from there. At minimum, I hope that you will at least let me know if you are doing okay.

I look forward to hearing from you soon.

Warmly,

[Office of Student Care Coordination](https://www.vanderbilt.edu/carecoordination/) (Can provide mental health services & funding for physical health bills.) <- Mandatory Reporter

[Office of LGBTQI Life](https://www.vanderbilt.edu/lgbtqi/) <- Mandatory Reporter

[Office of Student Access Services (Disability Services)](https://www.vanderbilt.edu/student-access/) <- Mandatory Reporter

[Bishop Joseph Johnson Black Cultural Center](https://www.vanderbilt.edu/bcc/) <- Mandatory Reporter

[International Student & Scholar Services](https://www.vanderbilt.edu/isss/) <- Mandatory Reporter

[University Counseling Center](https://www.vanderbilt.edu/ucc/) <- Confidential

[Project Safe](https://www.vanderbilt.edu/projectsafe/) <- Semi Confidential

[Chaplain and Religious Life](https://www.vanderbilt.edu/religiouslife/) <- Semi Confidential

[VUPD](https://police.vanderbilt.edu/) <- Mandatory Reporter