Student at Risk Letter Template

The email template below is to be used for communicating with your VETiS students home school if the student has been absent from class for 2 weeks in a row without notifying you, and/or is at risk of not successfully completing a unit of competency. By completing this letter in a timely way, the school will be able to work with Federation University teachers to support student completion and or follow up absences.

Instructions to VETiS teacher:

- Copy the wording below to an email.
- Insert your program details
- Email the student's Home School VETiS Coordinator immediately following the 2nd week of absence or pending unsuccessful completion of a set assessment deadline. Refer to Highlands LLEN School and RTO Contact List or for our Wimmera schools, the WSM Cluster contact list for school contact.
- Copy in Julie Trewavis j.trewavis@federation.edu.au or Kim Boulton (Horsham) k.boulton@federation.edu.au
- If Auspiced copy in Stacey Gill for the Highlands LLEN Cluster sgill@highlandsllen.org or Kate Hood for the WSM Cluster hood.kathryn.j@edumail.vic.gov.au
- Keep a copy in your students file as evidence and any reply from the School.
Date:

Dear insert student’s full name & FedUni ID number

It has come to our attention that you have:

☐ Not been attending classes for the past two weeks. Your last date of attendance was on insert last date of class attendance

And/Or

☐ Not successfully completed the required assessment tasks and are at risk of not achieving competency in the unit/s listed in the table below.

An absence of two (2) or more VETiS classes may result in you not passing the unit/s of competency currently being delivered and therefore may result in you not receiving your Certificate insert name of certificate or program at the end of this course.

<table>
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<tr>
<th>Unit Code</th>
<th>Unit name</th>
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If you do not wish to continue with Certificate insert name of certificate or program please contact your home school VETiS Coordinator to notify of your intentions to withdraw from this course.

If there is a legitimate reason for your absence or non-submission of work please forward the supporting documentation such as a medical certificate, statutory declarations or letter of support from your home school.

Please contact me as soon as possible to ensure an assessment is completed. I look forward hearing from you and to seeing you in class next week,

Insert your name and title here