

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@highlandslen.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.
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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.

Unit Code	Unit name

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](#)