Missed Orientation Email Template

Below is an example of some language you could use to communicate with a student who missed orientation.

We strongly recommend that you also copy their faculty member.

The body of your email would depend on whether or not you will allow students to still serve with your agency.

Feel free to edit as necessary.

Hello Student X,

You were registered to attend the February 8th orientation with my agency for the project, Do Good In the World. Because you missed this orientation, you now have the following options.

(Now You Insert Option 1, Option 2, Option 3, Option  4)

**Option 1–if there is a later orientation:**

I am holding another orientation on Tuesday, February 14th at 4 p.m. If you cannot make that orientation, please contact me with two to three dates and times that work for your schedule and I will find a time that works for both of us.

**Option 2–if there is a later orientation, but if they can’t make that they are out**:

I am holding another orientation on Tuesday, February 14th at 4 p.m.

If your schedule does not allow you to attend that orientation, I regret that I will have to remove you from my project as my schedule does not allow for me to meet individually with students. Please contact me by (insert date) to let me know if you will not be able to attend the orientation on the 14th.

**Option 3–if there is no later orientation and your willing to work with students:**

I do not have any more scheduled orientations; however, I am willing to find a time to meet with you individually. If you are interested in continuing to serve under my project, please contact me by (insert date). If I don’t hear from you, I will assume you’ve chosen a different service project and will notify your faculty and ask the Service-Learning Program to remove you from my project.

**Option 4–if this student needs to be removed from your project:**

I do not have any more scheduled orientations and my schedule does not allow me to meet individually with students. Therefore, I am notifying your faculty and asking the Service-Learning Program to remove you from my project. I wish you the best of luck in finding a service project this semester.

Best,

Amazing Community Partner

Your Contact Information