

Starfish **Revised** Email Templates for Flags, Referrals, To Dos, and Kudos

Attendance Concern Flag Communication to Student

Subject: [NVC Starfish] [Flag Name] in [Course Name]



Dear [Student Name],

[Raise Notes]

Sincerely,

[Flag Raiser]

Click here to [login] to Starfish.

Napa Valley College | 2277 Napa-Vallejo Highway Napa, CA 94558

<https://www.napavalley.edu/studentaffairs/starfish/Pages/starfishwelcome.aspx>

General Concern Flag Communication to Student

Subject: [NVC Starfish] [Flag Name] in [Course Name]



Dear [Student Name],

[Raise Notes]

Sincerely,

[Flag Raiser]

Click here to [login] to Starfish.

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In Danger of Failing Flag Communication to Student

Subject: [NVC Starfish] [Flag Name] in [Course Name]



Dear [Student Name],

[Raise Notes]

Sincerely,

[Flag Raiser]

Click here to [login] to Starfish.

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Lack of Participation Flag Communication to Student

Subject: [NVC Starfish] [Flag Name] in [Course Name]



Dear [Student Name],

[Raise Notes]

Sincerely,

[Flag Raiser]

Click here to [login] to Starfish.

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Missing/Late Assignments Flag Communication to Student

Subject: [NVC Starfish] [Flag Name] in [Course Name]



Dear [Student Name],

[Raise Notes]

Sincerely,

[Flag Raiser]

Click here to [login] to Starfish.

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See A Counselor Referral Communication to Student

Subject: [NVC Starfish] [Referral Name] from [Referral Raiser] in [Course Name]



Dear [Student Name],

[Raise Notes]

To schedule a General Counseling Appointment, click on the following link: [General Counseling Appointment Scheduler](#). If you are participating in a Student Support program such as MESA, DSPS, EOPS, CARE, CalWORKS, Puente, Veterans, SSS TRIO, Athletics, or UMOJA, please meet with your respective academic counselor.

For live scheduling help, visit the [General Counseling Webpage](#).

Sincerely,

[Flag Raiser]

Click here to [login] to Starfish.

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Complete your Intake Questionnaire **To Do Communication to Student**

Subject: [NVC Starfish] [To Do Name] from [To Do Raiser] in [Course Name]



Dear [Student Name],

Starfish is an excellent tool to assist in tracking your academic progress. Tell us a little bit about yourself by completing your Starfish Intake Questionnaire. The information you provide will help us to better serve you at Napa Valley College.

Click here to complete your Starfish [Intake Questionnaire](#).

Sincerely,
[Flag Raiser]

Click here to [login] to Starfish.

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<https://www.napa valley.edu/studentaffairs/starfish/Pages/starfishwelcome.aspx>

Meet with an Academic Counselor To Do Communication to Student

Subject: [NVC Starfish] [To Do Name] in [Course Name]



Dear [Student Name],

Your academic success is important to us. Please use the link below to schedule an appointment to meet with a Counselor to develop an Action and Educational Plan. [General Counseling Appointment Scheduler](#).

[Raise Notes]

If you are participating in a Student Support Program such as MESA, DSPS, EOPS/CARE, CalWORKS, Puente, Athletics, Veterans, SSS TRIO or UMOJA, please visit their program web page to schedule with your respective program counselor to complete your Action and Educational Plan.

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Sincerely,
[Flag Raiser]

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Review Education Plan To Do Communication to Student
Subject: [NVC Starfish] [To Do Name] Raised by [Raiser Name]



Dear [Student Name],

Please make an appointment to meet with a Counselor to create and/or review your Education Plan. It is important to stay on track with your goal(s) of graduation and/or transfer.

[Raise Notes]

To schedule a General Counseling Appointment, click on the following link: [General Counseling Appointment Scheduler](#). **If you are participating in a Student Support program such as MESA, DSPS, EOPS, CARE, CalWORKS, Puente, Veterans, SSS TRIO, Athletics, or UMOJA, please meet with your respective academic counselor to complete/review your Educational Plan.**

Sincerely,
[Flag Raiser]

Click here to [login] to Starfish.

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Set-up Your Starfish Profile To Do Communication to Student

Subject: [NVC Starfish] [To Do Name] from [Creator Name]



Dear [Student Name],

[Raise Notes]

Click here to [login] to Starfish.

Sincerely,

[Flag Raiser]

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Keep Being Awesome Kudos Communication to Student

Subject: [NVC Starfish] Kudos! [Kudo Name] in [Course Name]



Dear [Student Name],

[Raise Notes]

Click here to [login] to Starfish.

Sincerely,

[Flag Raiser]

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Starfish **Revised** Email Templates for Flags, Referrals, To Dos, and Kudos

Great Participation Kudos Communication to Student

Subject: [NVC Starfish] Kudos! [Kudo Name] in [Course Name]



Dear [Student Name],

[Raise Notes]

Click here to [login] to Starfish.

Sincerely,

[Flag Raiser]

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Showing Academic Improvement Kudos Communication to Student

Subject: [NVC Starfish] Kudos! [Kudo Name] in [Course Name]



Dear [Student Name],

[Raise Notes]

Click here to [login] to Starfish.

Sincerely,

[Flag Raiser]

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Starfish **Revised** Email Templates for Flags, Referrals, To Dos, and Kudos

You are off to A Great Start Kudos Communication to Student

Subject: [NVC Starfish] Kudos! [Kudo Name] in [Course Name]



Dear [Student Name],

[Raise Notes]

Click here to [login] to Starfish.

Sincerely,

[Flag Raiser]

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