

An Example of an Email Message

Student is Absent from Class and Would Like to Know What Was Missed

Emily Jones is requesting a meeting with her Biology professor to go over the work that she missed due to absence.

Suggestions of Things to Include in an Email Message Regarding Missing a Class:

1. Send an email message if at all possible prior to the class indicating you are not feeling well.
2. If you can't send an email message prior to the class, then send a message as soon as possible, acknowledging your absence from class.
3. You do not have to go into great detail regarding the reason for your absence. Just the acknowledgment (taking responsibility) of not being in class is enough.
4. Be detailed with dates of your absence, specifically when you are coming by their office to receive information, dates on when you plan to return to the classroom, etc.
5. Use "I" statements in regards to how you are taking responsibility for missed class notes, handouts, etc.

Example of a Professional Email Message:

Subject Line: *Emily Jones – BIO 1020 – Missed Class*

In response to missing a class:

Dear Professor Smith,

I was unable to attend Biology class yesterday (Tuesday, August 30). I understand from a classmate that a handout regarding the next lab assignment was distributed. The syllabus indicates that your office hours are between 1:00 - 3:00 pm on Wednesdays. Would you be available in your office this Wednesday so I can receive the lab assignment and ask for clarification on the material presented in class? I appreciate your time and look forward to speaking with you soon.

Thank you,

Emily Jones

Biology 1020 – Tuesday and Thursday 11:00 am – 12:15 pm

Example of a Poorly Written Email Message:

Hi Mr. Smith,

Sorry I missed some of your classes Biology classes but I was sick with a stomach ache for the last two weeks. Yeah, sucked to be me ☹. I hope this doesn't mess with my grade too much cause it wasn't my fault that I was sick. They should give us better food at school. I don't have a doctor's note because I was just taking over the counter stuff and didn't need a prescription for them. I feel a lot better and should be back real soon. Just dropping a line to let you know. Hope I didn't miss too much.

Thanks, Em

Suggestions of Things **NOT to Include in an Email Message Regarding Missing a Class:**

1. Using a phrase “Sorry I missed some of your classes”. Professors are not looking for an apology. They want to see how you will demonstrate proactively in getting the material that was discussed in class.
2. Blaming phrases “They should give us better food at school.” Professors understand student get sick, so do they, but the key again is in demonstrating responsibility for the absence.
3. Suggestions on how to grade material missed. It is at the professor’s discretion regarding what will happen if you miss a quiz or a test or were not able to turn in graded work. Acknowledging the fact you missed a quiz is OK but should not give the suggestion that the next quiz should be doubled.
4. Do not be surprised if a professor asks you to provide documentation regarding your absence. Too many students have abused this excuse so now students today are being required to show some type of proof.
5. Do not use the phrase “Did I miss anything important?” Common sense should lead you to why that sentence should not be used.