

**Student Stops
Attending Class**

You have not heard from the
student & the student has
missed 2 or more classes...

Reach out to student via email
CC/ forward: Liz Rainey @
earainey@loyno.edu

The student does not
reply and does not
attend the next class

The student replies and
reports mental health
concerns or recent trauma:
recommend he or she make
an appointment with the
UCC.

Follow up with the
student in one
week.

FILE CARE/CONCERN AND ACADEMIC CONCERN REPORT AT:
<https://publicdocs.maxient.com/incidentreport.php?LoyolaUnivNO>