[date]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Our records indicate that you have accrued two (or more) absences AND/OR are missing several important homework assignments from one or more of your ACE courses. As indicated in your “ACE Traits of Successful Students” document and in an effort to help you succeed, you are required to attend a mandatory meeting with your ACE Instructors. Your meeting is scheduled for this [day, date and time, location]. Because we will be meeting several students on this day, students will be called in on a first come first serve basis. Please be on time, so that you don’t have to wait. It is recommended that you bring homework to work on in the event that you are asked to wait.

 Your success in the Academy is very important to us!

Sincerely,

[names of all Faculty Cohort teachers]

[date]

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