

**Sample text for personalized HEOA follow-up e-mail reminder:**

Greetings \_\_\_\_\_:

Now that we are settling into the fourth week of spring semester, its time for a quick status check on preparations to meet new federal requirements of the Higher Education Opportunity Act. In my December 16<sup>th</sup> Memo/e-mail, you were listed as UArts Lead for the following areas:

- A. Disciplinary Proceeding Disclosures
- B. Drug and Alcohol Abuse Prevention
- C. Missing Person Procedures

When the HEOA was discussed during a recent Cabinet meeting, it was mentioned that Leads should check out the helpful web-links (provided in my Memo) on their topics and then touch base with me by January 30<sup>th</sup> with a quick status update. My December 16<sup>th</sup> e-mail included a web-link for each topic and should be a helpful resource for you.

So we can keep our proactive approach rolling along, please send me a response e-mail filling me in on how things going in your topic areas.

Thanks so much!

-Beth