

RETENTION SERVICES FOR EXCELLENCE
Early Alert Referral System

The Early Alert Referral System is designed to identify those students who are having academic difficulty early in the semester. This program allows the instructor to alert the Retention Specialists' of any student who is not making academic progress within the first 4 to 6 weeks of the semester. Once a student is identified, the Retention Specialists' will make contact with the student in effort to improve classroom performance.

Early Alert Referral Form

Please fill out the following information and lick the "Submit" button at bottom of the page. All information is required in order to process request.

REFERRAL FORM

Please Print

Student Name: _____ Student #: _____

Referred By: _____ Date: _____

Course: _____

Student is being referred for the following services:

- Excessive absences - #of class hours_____days_____
- No show
- Needs guidance – first semester student
- Academic difficulty/needs tutoring
- learning disabilities
- Repeating class
- Other risk (specify below)

What is the student's anticipated grade at the time of referral?

A B C D F N/A

Comments

Please submit on line or if you prefer, print form and send to your Retention Specialist on your campus.