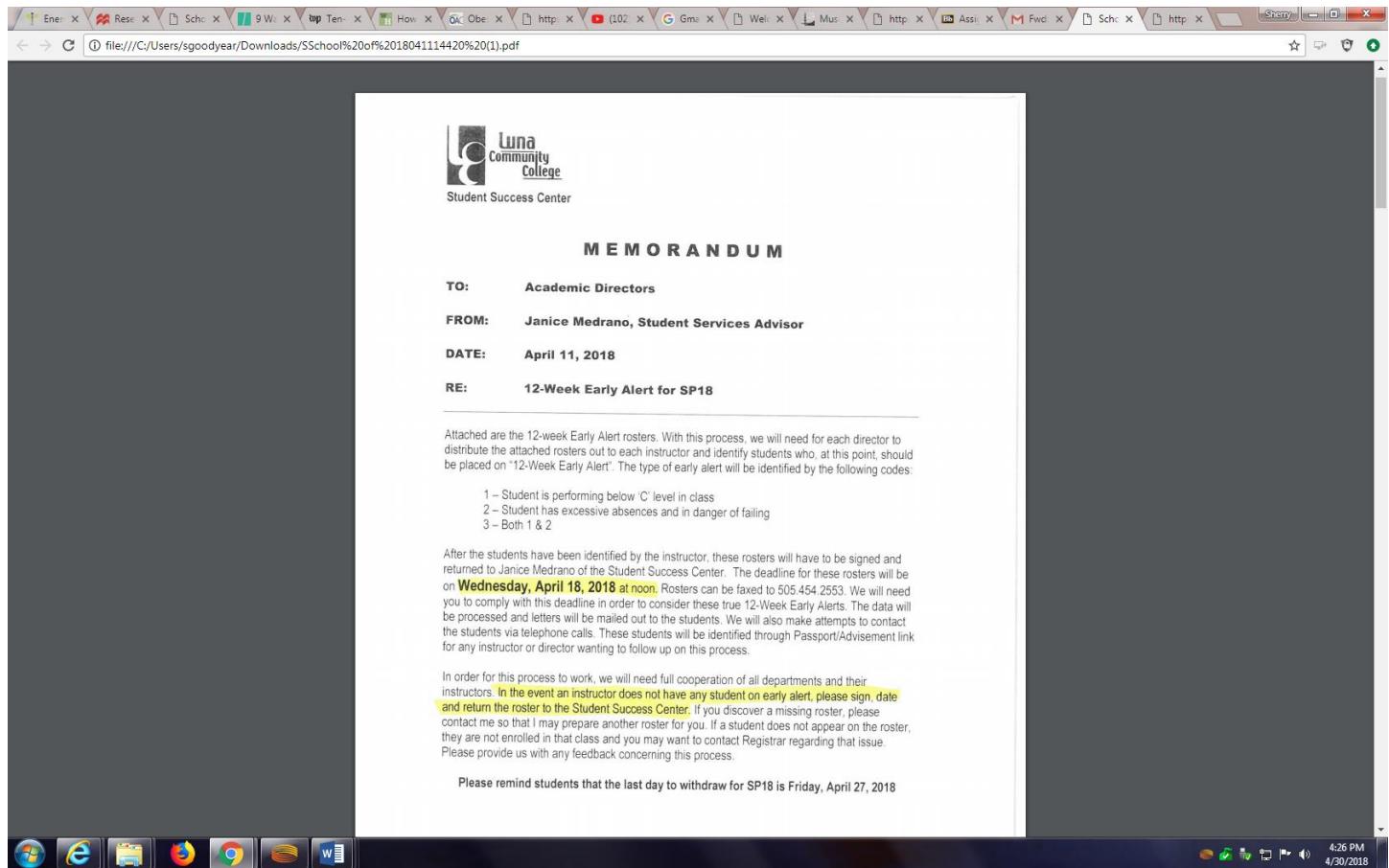


*Distance Learning Office*

## Receiving and Completing Early Alert Forms

Early Alert forms are sent out from an instructor's academic department during weeks four and twelve. Midterm grades are sent out during week eight. Early alert forms are essentially class rosters with spaces to report students who are performing below a C level in the class (1); excessively absent and in danger of failing (2); or a combination of the two (3). Instructors are expected to fill out Early Alert Reports and send them to the Student Success Center by the specified deadlines. Here is an example of what an Early Alert cover letter looks like.



**MEMORANDUM**

**TO:** Academic Directors

**FROM:** Janice Medrano, Student Services Advisor

**DATE:** April 11, 2018

**RE:** 12-Week Early Alert for SP18

Attached are the 12-week Early Alert rosters. With this process, we will need for each director to distribute the attached rosters out to each instructor and identify students who, at this point, should be placed on "12-Week Early Alert". The type of early alert will be identified by the following codes:

1 – Student is performing below 'C' level in class  
2 – Student has excessive absences and in danger of failing  
3 – Both 1 & 2

After the students have been identified by the instructor, these rosters will have to be signed and returned to Janice Medrano of the Student Success Center. The deadline for these rosters will be on **Wednesday, April 18, 2018 at noon**. Rosters can be faxed to 505 454 2553. We will need for you to comply with this deadline in order to consider these true 12-Week Early Alerts. The data will be processed and letters will be mailed out to the students. We will also make attempts to contact the students via telephone calls. These students will be identified through Passport/Advisement link for any instructor or director wanting to follow up on this process.

In order for this process to work, we will need full cooperation of all departments and their instructors. **In the event an instructor does not have any student on early alert, please sign, date and return the roster to the Student Success Center.** If you discover a missing roster, please contact me so that I may prepare another roster for you. If a student does not appear on the roster, they are not enrolled in that class and you may want to contact Registrar regarding that issue. Please provide us with any feedback concerning this process.

Please remind students that the last day to withdraw for SP18 is Friday, April 27, 2018

An Early Alert form looks like this (note: all student names and ID numbers have been hidden to protect students' right to privacy), but you get the idea. The blank spaces under the column labeled "Alert Codes" would be left blank unless the student is under 1, 2, or 3 Early Alert status, in which case the appropriate number would be filled into the blank next to the student's name who is being put on Early Alert. All Early Alert forms are then signed and dated by the teacher on record, and then returned to the department the teacher works for. Then the department Office Manager will fax the Early Forms to the Student Success Center who will then contact those students who are under-performing in a class.

file:///C:/Users/sgoodyear/Downloads/SSchool%20of%202018041114420%20(1).pdf

NAME		ID	CL	May1	Grdg	HOURS	Alert Code
1		FR	AHAS	LT	3.00		
2		SO	MAFT	LT	3.00		
3		FR	GSAG	LT	3.00		
4		HS	NOM1	LT	3.00		
5		SO	ARC	LT	3.00		
6		FR	BAAS	LT	3.00		
7		HS	NOM1	LT	3.00		
8		FR	EDDC	LT	3.00		
9		FR	BAAS	LT	3.00		
10		HS	NOM1	LT	3.00		
11		FR	GSAG	LT	3.00		
12		FR	AHAS	LT	3.00		
13		SO	AHAS	LT	3.00		
14		SO	BAAS	LT	3.00		
15		SO	BAIM	LT	3.00		
16		SO	ARC	LT	3.00		
17		HS	NOM1	LT	3.00		
18		FR	BAAS	LT	3.00		

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please use the following Early Alert codes:

1-Student is performing below 'C' level in class  
 2-Student has excessive absences and in danger of failing  
 3-Both 1 & 2



*“Creating Opportunities for You!”*

