



# Southern Arkansas University Tech Early Alert Form

Instructions: In completing this form you are identifying a student in need of additional services or at risk of not succeeding in your course. Once early alert forms are received, the student will be contacted by a counselor to address the concerns. Please complete the course information and student information. Then click on the box for each concern you have; make any comments to expand on the concern in the form field at the end of the line. Indicate the ways that you have already attempted to address this issue with the student. Then save/email the form to Jenny Sanders ([jsanders@sautech.edu](mailto:jsanders@sautech.edu)).

## Course Information:

Instructor Name:   
Course ID/Section:   
Course Title:   
Internet Course:  Yes  
 No

## Student Information:

Student ID:   
Student Name:

Nature of Concern (mark all that apply):

- Poor attendance record,   
Number of absences,   
Date of last attendance/log-in,
- Frequently tardy,
- Low quiz/test grades,
- Assignments turned in late/missed deadlines,
- Poor overall academic performance,
- Personal issues affecting student,
- Uncharacteristic behavior (aggression, social withdrawal, sleeping during class, etc.),
- Other,

## Mentoring Steps Taken: (Check all that apply):

- Called and spoke with student on the phone
- Called and left message on answering machine
- Talked to student before and/or after class
- Sent postcard/letter
- Email with response from the student
- Email with no response
- Referred to academic assistance (tutoring)
- Other:

## Response from Enrollment Services:

Counselor to contact student:  Date early alert form received:   
Action/Comments: