



Red Lake Nation College Academic Alert Form

The Academic Alert Form is designed to identify students who are having academic difficulty and/or experiencing emotional/personal concerns during their education at RLNC. By identifying these students, the VP of Student Success can attempt to assist the student with their needs, increasing their likelihood of success while at RLNC. As a faculty member, you may be the first person to establish contact with students who are experiencing difficulty. Through the support of faculty and staff, we can effectively work together to intervene with hopes of improving student success. ***Please make two attempts to contact students regarding absences and missing assignments prior to referring to the Director of Student Success.***

Please complete the following form and submit the form in an envelope to the Director of Student Success. Additionally, please note that information you provide may be shared with the student. Once the Academic Alert Form is received, two attempts to contact the student will be made to develop an intervention plan.

Name of Student: _____ Date: _____

Student Contact Information: _____

Name of Class: _____

Instructor Name: _____

Instructor Phone Number: _____

Academic Issues

- | | |
|--|--|
| <input type="radio"/> Regular late or incomplete assignments | <input type="radio"/> Poor performance on tests or exams |
| <input type="radio"/> Currently has "D" or "F" | <input type="radio"/> Fails to attend scheduled appointments |
| <input type="radio"/> Does not respond to my attempts of contact | <input type="radio"/> Attendance issues |

Social/Personal Issues

- | | |
|---|--|
| <input type="radio"/> Has expressed external issues: financial problems, lack of transportation, childcare, abuse, etc. | <input type="radio"/> Has expressed internal issues: depression, withdrawn, loneliness, anger, anxiety |
| <input type="radio"/> Is involved in a troubling situation | <input type="radio"/> Presents a risk of harm to self or others |
| | <input type="radio"/> In need of referral to services |

If there are behavioral issues, please explain:

Have you made two attempts to contact the student? _____Yes _____No

If so, please select all methods of contact you have tried:

- Email
- Telephone
- Face-to-face meeting
- Social networking message
- Written communication
- Other:

Did the student respond to your method(s) of contact? _____Yes _____No

Student's Current Grade: _____

What recommendations (if any) do you have to assist the students with his/her success?

- Tutoring
- Childcare
- Other: _____
- Counseling
- Transportation

Please submit the completed form in an envelope to the Director of Student Success.

Office Use Only

Received by _____ Date _____

Referred to (circle one): Director of Student Success, Student Success Staff