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**

- Regular late or incomplete assignments
- Currently has “D” or “F”
- Does not respond to my attempts of contact
- Poor performance on tests or exams
- Fails to attend scheduled appointments
- Attendance issues

**Social/Personal Issues**

- Has expressed external issues: financial problems, lack of transportation, childcare, abuse, etc.
- Is involved in a troubling situation
- Has expressed internal issues: depression, withdrawn, loneliness, anger, anxiety
- Presents a risk of harm to self or others
- 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