FACULTY EARLY ALERT QUICK GUIDE

Early Alert Process

The Goal: Identify at-risk students & connect to support.

The Rule: Connection Before Correction

YOUR WORKFLOW: MONITOR - MEET - SUBMIT

1 MONITOR
IDENTIFY THE ISSUE

- **Attendance:** Missing class, leaving early, tech issues.
- **Academics:** Low scores, missed work, failing grade.
- **Behavior:** Disengagement, distress, sudden changes.
- **Financial Issues:** Tuition/Textbook affordability, housing insecurity, transportation barriers.
- **Health & Wellness:** Medical issues, physical, mental health concerns, injury.
- **Other:** Family emergencies, legal or concerns not listed.

2 COMMUNICATE
THE 1:1 INTERVENTION

Speak with the student: "I noticed [issue]. What barriers are getting in your way?"

- ✔ Back on track? **No Alert.**
- ✘ Unresponnsive? **Step 3.**

3 SUBMIT
ALERT VIA WATERMARK SSE

Scan Here To Submit

REPORTING TIMELINE
Mark these weeks on your syllabus.

WEEK 2	**Attendance & Access** Never-attended,LMS login issues
WEEK 5	**Early Warning** First major quiz/paper grades
WEEK 8	**Midterm Grades** Danger of failing: D/F warnings
WEEK 10	**Finishing Viability** Can they pass? What steps should the student take?

UNIVERSITY of ARKANSAS AT PINE BLUFF 1873 ™

What happens next?

1. **Triage**
   Early alert is routed to assigned Advisor/Coach.
2. **Outreach**
   Coach contacts the student within 48 hours (Phone, Email, Text).
3. **Action & Record**
   Connection to resources (Tutoring, FinAid). Outcome logged in Workday Student.

Data Tips for Advior/Ca
Student ID is King: Double-check against roster.
Be Specific: "I met with "student name" on 2/14... This allows the advisor to pick up where you left off.