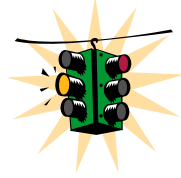


# EARLY ALERT!!!



## ATTENTION: Aspen Campus Faculty Member

Please complete this form as an “Early Alert” in identifying any students who may be at risk of poor academic performance during the course of the semester. You are encouraged to use this form to promote a dialogue between yourself and those students you identify as needing a joint action plan. The following steps will help guide you through the “Early Alert” process. Thank you for your vital role in developing successful students.

1. Attempt to meet with the student and discuss a joint action plan to remedy the student’s situation.
2. Complete the “Early Alert” form, and give a copy to Joe Maestas, the Student Services Counselor at the our campus.
3. You may refer the student to the Student Services Counselor if counseling/advising services are indicated in the “Joint Action Plan”.
4. If you are unable to meet with the student due to non-attendance, you may send the completed form to the counselor who will then attempt to complete the process of meeting with the student.

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Course Code \_\_\_\_\_ Synonym# \_\_\_\_\_ Semester \_\_\_\_\_

Instructor \_\_\_\_\_ Current Grade (If known) \_\_\_\_\_

Attendance Record \_\_\_\_\_

Instructor Comments \_\_\_\_\_

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Joint Action Plan \_\_\_\_\_

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(Use back of form if necessary)