

# Early Alert Program

## **What is Early Alert?**

Early Alert identifies students who are not attending class or who display at-risk behaviors. The goal includes improving student retention and promoting the student's future success.

## **What is considered at-risk behavior?**

These behaviors include, but are not limited to:

- Attendance i.e. irregular, late, leaves early
- Performance and Quality i.e. incomplete or late homework, low or failing grades
- Classroom behavior i.e. not participating, disruptive to other students

## **Who can refer students?**

Any ASU employee — faculty or staff.

## **What happens when I refer someone?**

The Transitional Services office makes several attempts to contact the student through a letter, three phone calls, and an e-mail in order to set up an academic assistance program and make any necessary referrals. The referring individual receives an update once contact attempts have been completed.

## **How can I make a referral?**

Please go to the following web address to access the Early Alert submission form: [http://www.angelo.edu/forms/pdf/early\\_alert.pdf](http://www.angelo.edu/forms/pdf/early_alert.pdf)

Referrals can also be made in the following manner:

E-Mail - [transitional@angelo.edu](mailto:transitional@angelo.edu)

Telephone - 942-2399

In person - Transitional Services office, Library 3rd floor, A308

**Please remember that with all submissions, we must have the student's CID and your name in order to process the referrals accurately.**

*The retention of students  
requires a campus-wide effort.*