Luna Community College

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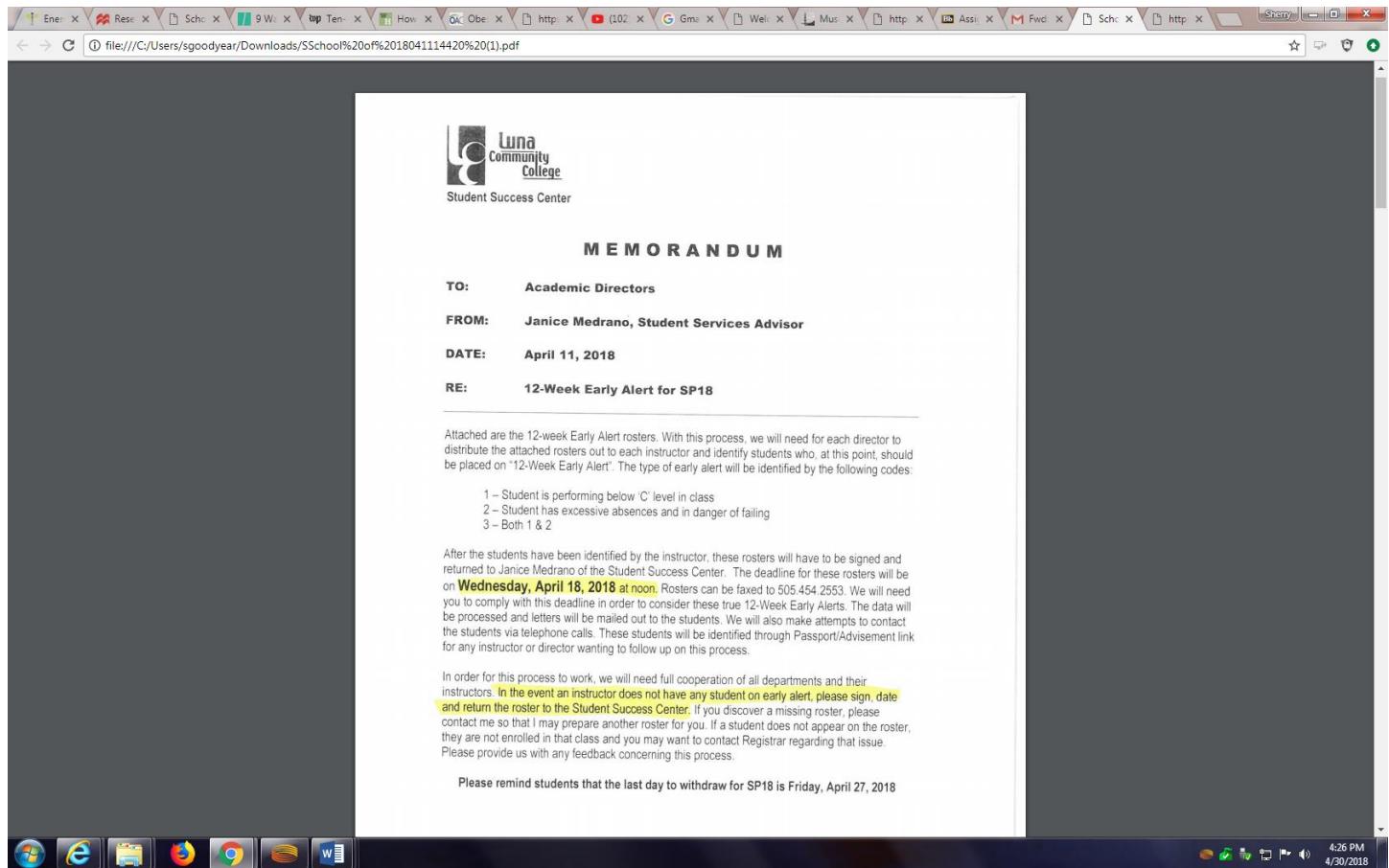*E-mail: lpaiz@luna.edu*

Distance Learning Office

Receiving and Completing Early Alert Forms

Early Alert forms are sent out from an instructor's academic department during weeks four and twelve. Midterm grades are sent out during week eight. Early alert forms are essentially class rosters with spaces to report students who are performing below a C level in the class (1); excessively absent and in danger of failing (2); or a combination of the two (3). Instructors are expected to fill out Early Alert Reports and send them to the Student Success Center by the specified deadlines. Here is an example of what an Early Alert cover letter looks like.

Distance Learning Office

An Early Alert form looks like this (note: all student names and ID numbers have been hidden to protect students' right to privacy), but you get the idea. The blank spaces under the column labeled "Alert Codes" would be left blank unless the student is under 1, 2, or 3 Early Alert status, in which case the appropriate number would be filled into the blank next to the student's name who is being put on Early Alert. All Early Alert forms are then signed and dated by the teacher on record, and then returned to the department the teacher works for. Then the department Office Manager will fax the Early Forms to the Student Success Center who will then contact those students who are under-performing in a class.