****

**Student Early-Alert Notification Form**

**Please complete this form once a student has missed three class sessions or has not participated in an online class for 1 week and their progress in the course is negatively impacted by these absences or lack of participation in an online class.**

**Three missed class sessions could be 3 consecutive absences, 1 absence a week for 3 weeks, 3 absences in less than a month or even randomly throughout the semester. Therefore; it is at the discretion of the instructor to determine when a student’s course progress has been impacted because of these 3 absences and initiate an early-alert notification at that time.**

**Please Email completed form to Shana Akers or Mary Anderson on Pocahontas Campus or Erin Holland at Paragould Campus. Multiple students from one section may be included on one form – use a different form for each class and section. Please include Student ID Number and select appropriate reason(s) of concern.**

|  |  |
| --- | --- |
| **Course Name & Number:** | **Instructor:** |

**Student Name Student ID Letter Sent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **[ ] [ ] [ ] [ ] [ ]** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **[ ] [ ] [ ] [ ] [ ]** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **[ ] [ ] [ ] [ ] [ ]** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **[ ] [ ] [ ] [ ] [ ]** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **[ ] [ ] [ ] [ ] [ ]** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **[ ] [ ] [ ] [ ] [ ]** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **[ ] [ ] [ ] [ ] [ ]** |  |  |

**1/30/2013**