# *Steps to Sending an Early Alert. Faculty*

## ***A few important notes:***

- Student's participation in the services offered to them is voluntary.

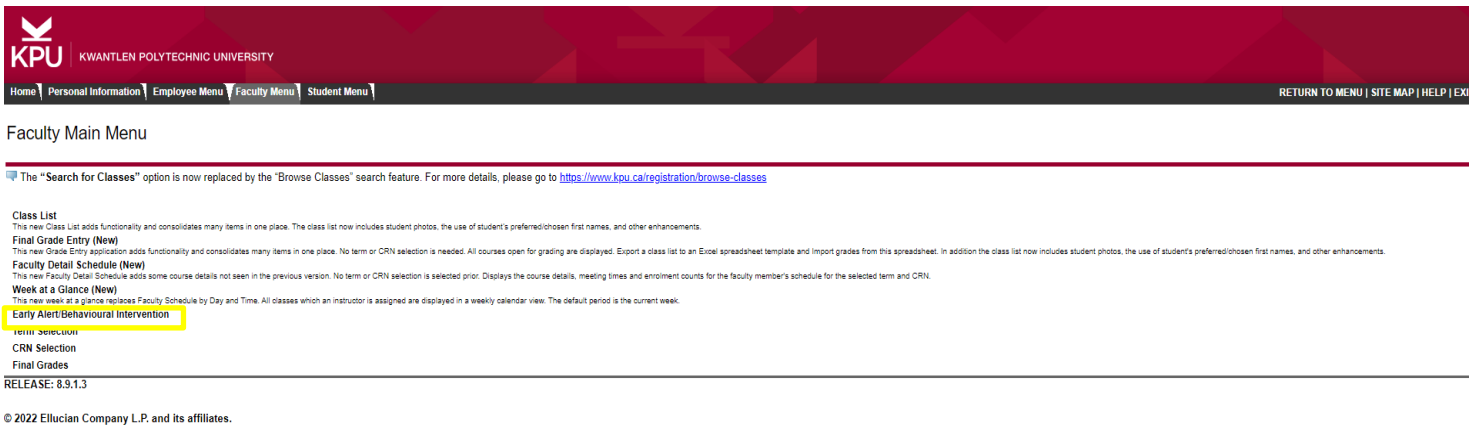
**Early Alert is not an appropriate referral in the following instances:**

- Dangerous or threatening behaviour, involving the potential for serious and imminent harm to self or others. In these cases, call 9-1-1 and notify Security.
- Rudeness or behaviours that can be considered classroom management issues. In these cases, you may choose to seek support from colleagues or your Associate Dean.
- Cheating or plagiarism which are best addressed through the appropriate policy (ST2). Consult your Dean's office for support and guidance.

## ***Process:***

1. Bring up the issue you are noticing with the student directly and let them know you are referring them to the Early Alert program. Students are much more likely to engage with services if you communicate this in advance.

2. Log in to kpu.ca/oss as though you are reporting grades or checking a class list.
3. Select "Early Alert" from the Faculty Services menu.




4. Select the term and the section of the early alert student.
5. Find the student in the class list you want to file an early alert, and click their name

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## Class List for Early Alert

100145107 Faculty W. Testing
Fall 2009
Sep 14, 2009 12:37 pm

The Early Alert system is an opportunity for Faculty to invite the Student Services Division to assist a student who may be struggling in class. This could include, but is not limited to, issues such as missing three or more classes, sleeping in class, disruptive behavior in the classroom and failing grades on tests or assignments. To report an Early Alert, click the name of the student you wish to report from the class list below.

***Course Information***

| | |
|---|---|
| **Crse-Testing Purposes ONLY - ZZZZ 1100 S10** | |
| **Status:** | Active |

***Summary Class List***

| Record Number | Student Name | ID | Reg Status | Program | Credits | Home Tel | Work Tel |
|---|---|---|---|---|---|---|---|
| 1 | Testing, Registration J. | 100032482 | **Registered** | CR in Gerontology Therpeutic | 0.000 | (604) 5992100 | (604) 5992906 |

6. Select any alert issues you feel are relevant. Enter a comment if appropriate. Click the Submit button to send your alert.

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## Early Alert Form

100145107 Faculty W. T
Sep 14, 2009 12:

Using the form below, provide information that will help Kwantlen direct services to the student you are concerned about. Once

Early Alert on Registration J. Testing

***Questions***

**1: Select all of the issues you have observed:**

- ☐ Missed more than one assignment
- ☐ Failed mid-term exam
- ☐ Failed tests and/or assignments repeatedly
- ☐ Underdeveloped study skills
- ☐ Student underprepared for course rigour
- ☐ Student is not prepared to write at a university level
- ☐ Does not have materials to work in class
- ☐ Sleeping in class
- ☐ Coming late to class
- ☐ Disruptive behaviour in class
- ☐ No-show for three or more classes
- ☐ Leaves classes early
- ☐ Appears to be distressed
- ☐ Change in demeanor which might include anxiety, aggression, depression or distress
- ☐ Comments of concern from other students

**2: As the instructor,**

- ☐ I have discussed the issue with the student
- ☐ I have advised student of Kwantlen services that might help

If none of the issues above apply, or you feel there is other relevant information to provide, please use the comment box below.

Submit Cancel

7. You are done! The Central Advising Team at EarlyAlert@kpu.ca will review your email and send to the appropriate team(s) for follow-up. Thank you for participating in the Early Alert Referral Program.