

**To: UNM-LA Faculty**  
**From: Student Success Services**  
**RE: Early Alerts**

Student Success Services would like to assist you in encouraging students to complete your classes. During the first few weeks of class and before mid-terms, if you have concerns about students' performances in your classes or feel they are in danger of failing, please let us know.

First, speak with students to provide options to improve their grades. Second, notify the students that you are submitting a report to an advisor who will contact them for follow up. Advisors will contact students to review the options you have presented to the students and advise the students accordingly.

You may submit the form below in person or electronically to the advisors or you may just send an e-mail with the below information included.

## Early Alert Form

Please Print

Student's Name	Banner ID #	Main Concerns	
		Reason for Referral:	Other:
Course Title & Number	Instructor's Name		
		Comments:	
Action taken by Instructor			
Suggestions for Academic Advisor			

### Action Taken by Academic Advisor:

Called student:     Yes    No      Phone #:                      date/time:                      date/time:

Emailed Student:     Yes    No    Email:                      Date:

Comments: