Early Alert and Reporting Non-Attendance 2017-2018

UNIVERSITY of ALASKA SOUTHEAST

WHAT- Reporting Non-Attendance, Students of Concern, and Faculty Withdraw

Early Alert is a referral system that allows instructors to share **concerns about students** with advisors in a confidential environment.* This tool will be active August 28th-December 1st.

This faculty-initiated system also allows instructors to report students who have **not commenced attendance** (no shows) through the first 2 weeks of the semester. This is also the 100% refund period for full term classes.

If a student you previously reported for non-attendance reports to class, please update the initial alert indicating that the student has begun attending.

Faculty can also initiate a **withdraw** through the Early Alert system. This tool will be active until the withdraw period ends for that course.

HOW- UAS Online/Blackboard

To access Early Alert, go to your UAS Online course website. Under the Course Management column, you will select Course Tools, then UAS Early Alerts.

WHY- Students of Concern

Faculty can catch and act on warning signs early so students can get the help they need to succeed. By identifying concerns about students, they may be connected with key campus professionals who can:

- Address struggles or situations outside of the classroom
- Effectively match solutions to address their needs
- Provide options and resources to support student success

*Faculty members and advisors address students with discretion and adhere to FERPA and HIPA regulations at all times. Please respect the confidentiality and privacy of students who receive support services (counseling, disability support, etc.). The fact that a student has a diagnosed disability is strictly confidential, and can only be shared with the written permission of the student.

Please contact Amanda Triplett in the Student Resource Center or your regional campus advisor with any questions.
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