



## Insight

# Submitting an Early Alert Report

# How to submit an **Early Alert Report**

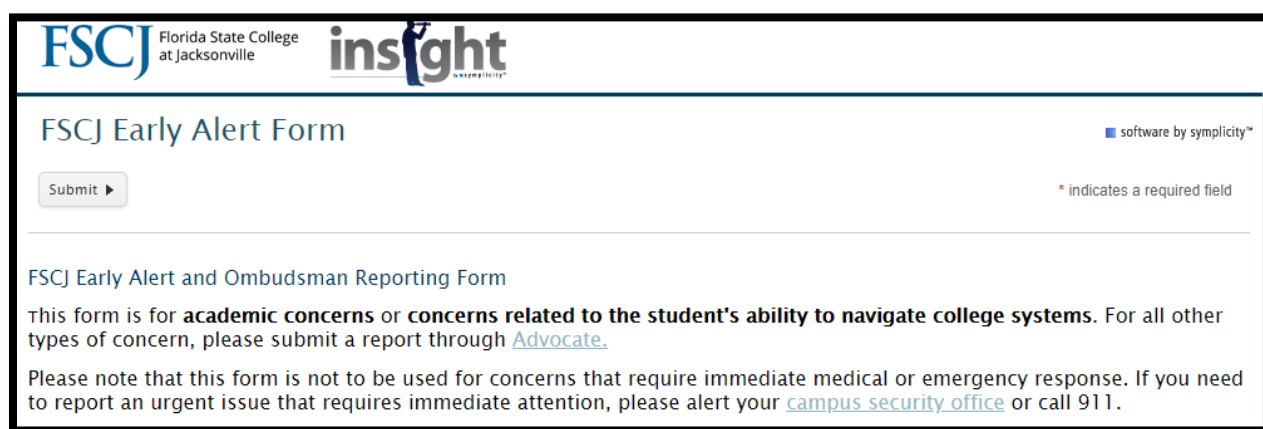
The [Early Alert Report](#) is for academic concerns or concerns related to the student's ability to navigate college systems. An Early Alert is a tool in which you can extend services to students who may need them. This could include Academic Success Coaching to address issues of time management, study skills, academic preparation, work/school/life balance, etc. When submitting an **Early Alert Report**, a staff member will provide outreach to the student to begin a collaborative approach to addressing the obstacles to their success.

Please note this Early Alert Form is to be used for **Academic Concerns or College System Navigation Concerns**. For all other concerns, please complete a report through the [Advocate Module](#).

*Please note that this form is not to be used for concerns that require immediate medical or emergency response. If you need to report an urgent issue that requires immediate attention, please alert your campus security office or call 911.*

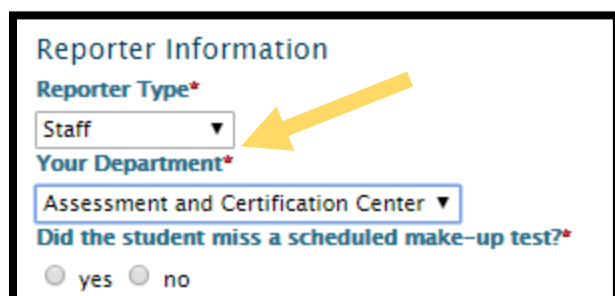
## 1. Click the link for the reporting form

- [https://fscj-insight.symlicity.com/care\\_report](https://fscj-insight.symlicity.com/care_report)
- You may also access the Early Alert form through myFSCJ



The screenshot shows the top portion of the 'FSCJ Early Alert Form'. At the top left, it features the FSCJ logo (Florida State College at Jacksonville) and the 'insight' logo (software by symlicity™). The title 'FSCJ Early Alert Form' is centered, with a 'Submit' button on the left and a note '\* indicates a required field' on the right. Below the title, the text reads: 'FSCJ Early Alert and Ombudsman Reporting Form. This form is for **academic concerns** or **concerns related to the student's ability to navigate college systems**. For all other types of concern, please submit a report through [Advocate](#). Please note that this form is not to be used for concerns that require immediate medical or emergency response. If you need to report an urgent issue that requires immediate attention, please alert your [campus security office](#) or call 911.'

## 2. Select Reporter Type from the drop down menu and fill out the appropriate boxes.



The screenshot shows the 'Reporter Information' section of the form. It includes a 'Reporter Type\*' dropdown menu with 'Staff' selected, a 'Your Department\*' dropdown menu with 'Assessment and Certification Center' selected, and a question 'Did the student miss a scheduled make-up test?\*' with radio buttons for 'yes' and 'no'. A yellow arrow points to the 'Reporter Type' dropdown menu.

**Your Name\***

**Your FSCJ Email\***

**Your Phone Number\***

Please provide your information including contact information should staff need to follow up about your concern.

**3. You will need to identify the concern type, as well as any descriptive information regarding your concern(s).**

**Descriptive Information**

**Report Type(s)\***

- Academic Concern ⓘ
- Financial Concern ⓘ
- Navigating College Systems ⓘ
- Social/Adjustment Concern ⓘ
- General Complaint ⓘ

**Description\***

Please use the space below to provide additional clarification that will help us provide appropriate outreach and intervention.

ABC

## 4. Provide Student Information

Under Student of Concern, please list the name of the student and EMPLID (7-digit number) for the student you are concerned about. This will help us to identify which student the outreach should be made.

### Student Information

**Student of Concern\***


Please list the name, EMPLID, and email (if possible) of the student named in this report.

  
**Campus/Center Location\***  
  
**Additional Comments**

## 5. Submit Report

After filling out all fields, please verify the information you've provided and submit.

Submit ▶



You have successfully completed an **Early Alert Report** and will receive an email to confirm your submission from a staff member when it is reviewed. We look forward to working with you in the support of our students who may be struggling. We hope you will use this form to provide early notification so that outreach can be made in a timely manner.

For questions, please contact [insight@fscj.edu](mailto:insight@fscj.edu)