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 and select Reporter Type.

- https://fscj-insight.symplicity.com/care_report

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

Descriptive Information

Report Type(s) *
☐ Academic Concern ⓘ
☐ Lack of technology/technology issues ⓘ
☐ Medical Concern ⓘ
☐ Mental Health Issue ⓘ
☐ Navigating College Systems ⓘ
☐ Non-Academic/Life Situation ⓘ
☐ Physical/Psychological Endangerment ⓘ
☐ Social/Adjustment Concern ⓘ
☐ College Policy/Process or Professor/Department Complaint ⓘ

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

3. 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, Student ID, and email (if possible) of the student named in this
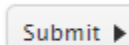report.

Campus/Center Location *

[⌄]

Additional Comments
Please provide any additional comments that may help us as we determine a course of
action.

1. 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