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.

There are two ways to create an Early Alert report for a student.

- Use the Early Alert reporting form available to all FSCJ faculty and staff through myFSCJ
- Submit a report through your FSCJ faculty Insight account

Steps for using the Early Alert reporting form

1. Click the link for the reporting form

- https://fscj-insight.symplicity.com/care_report
- You may also access the Early Alert form through myFSCJ under Faculty Resources.

CARE Report

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Add Quick Early Alert Report

2. Enter Reporter Name.

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[new record]

Submit   Save   Cancel

* indicates a required field

Please provide your name.

CARE Report

Reporter's Name *
Please type your First and Last Name

Report Type(s) *

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

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Report Type(s) *

☐ Academic Concern ⊘
Concerns related to a student's academic progress or challenges a student may be facing in the classroom.

☐ Lack of technology/technology issues ⊘
Student has been unable to acquire the required technology, or is having troubles navigating the technology.

☐ Medical Concern ⊘
Medical issues that may be interfering with student's ability to attend class or to be successful in an academic setting. This could include alcohol and drug abuse, learning or other disability, chronic health conditions, eating disorders, etc.

☐ Mental Health Issue ⊘
Mental health issues may include anxiety, depression, suicidal thoughts or intent, symptoms that might be consistent with a mental illness, etc.

☐ Navigating College Systems ⊘
Student is experiencing challenges understanding how to navigate college policies or processes in order to resolve a particular issue and needs assistance to resolve the issue.

☐ Non-Academic/Life Situation ⊘
Concerns related to external situations such as child care, food insecurity, homelessness, family issues, etc.

☐ Physical/Psychological Endangerment ⊘
Concerns related to possible victimization of a student or risk potentially being inflicted by a student. Might include things such as hazing, bullying, interpersonal violence, dating/domestic violence, sexual misconduct, sexual assault, or other emotional/physical abuse.

3. Complete the Remaining Fields with Faculty and 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.

Resources

My Account

Faculty Type *

Campus/Center Location *

Student of Concern *

Description *

Submit   Save   Cancel

4. 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

Steps for submitting through your faculty Insight account

1. Log in to your faculty Insight account

Log into your Insight account using your FSCJ log in information. You will access your Insight account through the Faculty Center in myFSCJ. Click on the **Faculty Resources tile** and then scroll down to **Insight Log in**.
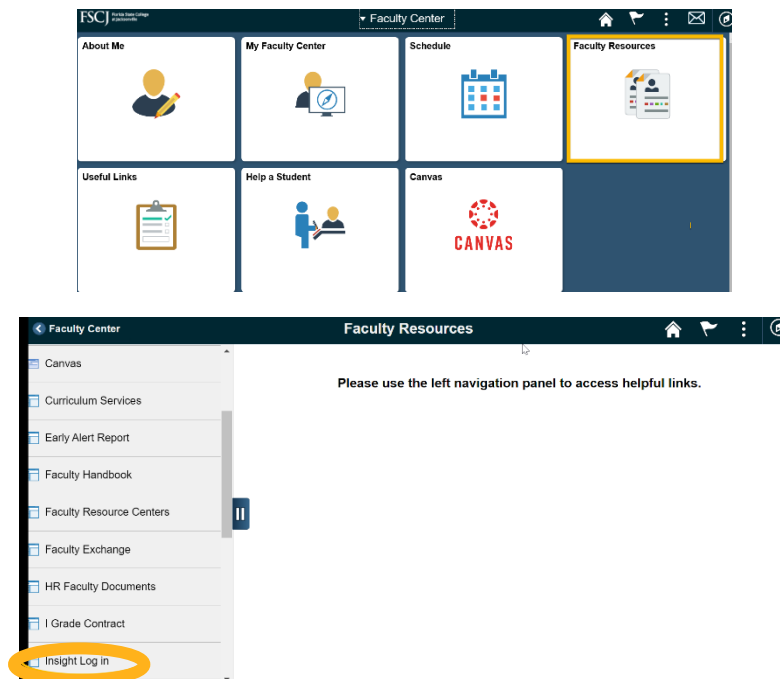
2. Select Early Alert Report tab

From your home screen, you will see your tab options (**Courses, Progress Reports, Early Alert Reports, Resources, etc.**). Select Early Alert Report.
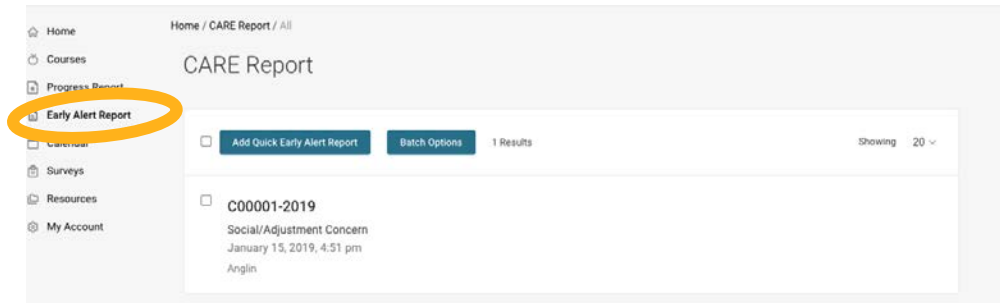
Select **+Add Quick Early Alert Report**
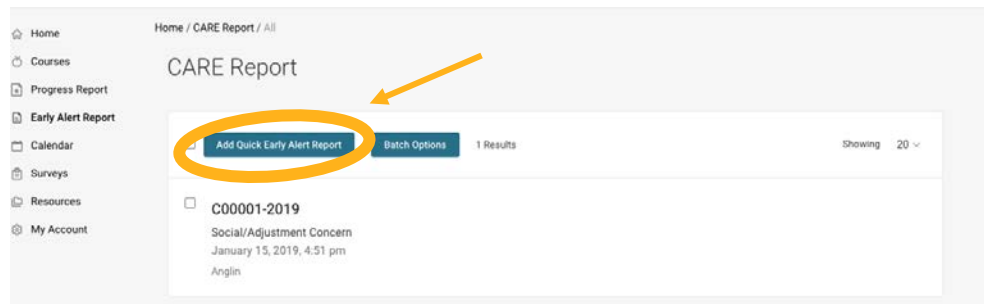
3. Fill out Early Alert report form.

Begin by selecting your concern type.

In the Student(s) of Concern section, you can begin typing a student name and the system will auto populate the student's information.
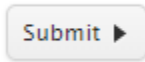

Once student(s) of concern have been added, please provide a detailed description of your concern.

4. Submit Report

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

Submit ▶

Once the form is completed, you can submit. The Academic Success Coaching staff may reach out for supplemental information if needed.

Thank you for your support of our students. Contact successcoach@fscj.edu for information or training.