



**Academic Support Services**  
**EARLY ALERT REFERRAL FORM**

Early Alert is an intervention program designed to increase retention and improve the success rate of students in the classroom. The program aims to support faculty and staff to identify any issues that may impact student persistence or achievement.

The **Early Alert Referral Form** allows faculty and staff to notify the Targeted Academic Persistence (TAP) Team with specific information leading to the early intervention and follow-up with any student who is struggling academically.

If you have any concerns about a student who is in your class or has come to your office please fill out the following referral information and email to [earlyalert@solano.edu](mailto:earlyalert@solano.edu). Please feel free to use this form **at any time** during the academic semester.

This information is confidential and will only be used internally by the TAP/Early Alert Team to assist the specific student. Once a referral is made you will be contacted by the TAP/ Early Alert Team with an appropriate update.

**Faculty/Staff Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course CRN: \_\_\_\_\_

Campus Department (if applicable): \_\_\_\_\_

**Student Information**

Name: \_\_\_\_\_ I.D.: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check appropriate area(s) of concern:**

- |   |   |
|---|---|
| <input type="checkbox"/> Attendance/ consistent lateness    | <input type="checkbox"/> Classroom behavior (participation, motivation, disruption) |
| <input type="checkbox"/> Late/ missing assignments          | <input type="checkbox"/> Study skills/ time management/ academic preparation issues |
| <input type="checkbox"/> Poor exam or test scores           | <input type="checkbox"/> Food or housing insecurities                               |
| <input type="checkbox"/> Known issues outside the classroom |   |

Please provide any other information you feel is useful for the TAP Team:

Before submitting this referral form, please communicate with the student your intentions of making an Early Alert notice.

- The student is aware of my referral to Early Alert