

From: owner-cc_faculty_full@listserv.cerrocoso.edu on behalf of [Melissa Gross](#)
To: [cc_faculty_full](#); [cc_adjunct](#)
Cc: [Christine Small](#)
Subject: Early Alert
Date: Monday, January 22, 2018 8:31:56 AM

Hello faculty,

SARS Early Alert is a tool you can use to reach out to students struggling in your classes. Students who receive an Early Alert from their instructor also receive follow-up from the counseling office regarding college resources and services. Students are also reminded of the drop dates, and are invited to assess their progress prior to these dates so that a substandard grade can be avoided in as many cases as possible. This form can also be used as a referral for tutoring by following the instructions below.

****Please note, it is difficult to provide meaningful follow-up services to students if there is not specific information regarding the nature of your concerns. The more specific you are in the message to the student, the more effective I can be in providing resources.**

Keep in mind that the message you type is intended for the student. Please address the student in your message rather than me.

I have attached the instructions on how to use the SARS Early Alert system. The system will be available for use as of Monday, January 22nd. As always, if you have any questions about the process or the follow-up, please feel free to contact me!

1. Go to your class roster via InsideCC
2. Click "Go to the Early Alert System" (this link is right above the link, "Download class list to Excel worksheet")
3. Read the welcome page, then click "Continue"
4. Enter the student's ID number, OR under "Instructor/Course Information" use the drop down menu next to "Course Number," and then select the class for which you're sending an alert. **(An error box often pops up here; select OK.)** Your class roster will pop up in a new window.
5. Select the student to whom you want to send an alert. Then click "OK." **SELECT ONE STUDENT AT A TIME.** If you select multiple students at a time, they will all receive the same message, which is not the purpose of Early Alert.
6. Select the Academic Concerns you have for the student
7. Select the Services you recommend for the student
8. Write an individualized message to the student. *****If you are using this as a tutor referral form, you must specify the skills you want the student to work on in tutoring**
9. Click "Submit"

If SARS Alert is not functioning properly for you and you have a student who needs support, please email detailed information (Student name, ID, nature of concern, recommended services) to me at mgross@cerrocoso.edu.

The goal is to connect the student with support and services to improve retention and success. Thank you for taking the time to provide this important feedback and intervention for these students!

Missy Gross
Cerro Coso Counselor