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**Student Early Alert Tool**

Name of Navigator:

Name of Student:

Reporting Period:

| **Early Alert Risk Categories** | **Check if applicable** | **Intervention Plan (briefly describe Navigator interventions or referrals)** |
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| Student has training-related incomplete courses on their transcript |  |  |
| Student needs temporary job/and or extensive advocacy or social service supports to be able to attend class |  |  |
| Student experiencing personal crisis |  |  |
| Other: For example, student faces other challenges (limited English, lack of contact with training related employers, etc.) that potentially jeopardize their course or career success |  |  |
| Student midway through program but lacks financial assistance needed to complete |  |  |
| Student needs intensive job placement support to successfully engage in job search |  |  |
| Student overall self-advocacy skills low |  |  |
| Student needs academic assistance but is not accessing tutoring and/or participating in study groups |  |  |
| Student needs additional training for basic computing (e.g. Word, Power Point, Excel) |  |  |
| Student needs access to reliable technology and/or internet |  |  |
| Student lacks connections with other peers or affinity groups |  |  |
| Student attendance erratic |  |  |
| Student academic performance poor |  |  |
| Student failure to meet internship/special project requirements |  |  |
| Student completed class but is repeatedly applying for and not getting hired to jobs |  |  |
| Student having trouble passing certification tests |  |  |

This early alert system will also be used to identify students who are successful and may be interesting in serving as peer tutors, leaders, or class spokespersons. Navigators continually use strength-based approaches to: (1) coach and motivate students; (2) promote student self-advocacy skills; and (3) connections to education and employment resources.

*This tool is completed by the Navigator prior to enrollment, mid-course and at the end of the quarter/semester*.