EARLY ALERT SYSTEM

Dr. Quinton Richardson
Academic Success and Retention Coordinator
q.richardson@wartburg.edu
(319)352-8410
Importance of Early Alert

- Student Support =
- Student Success =
- Student Retention
FAQ’s

• Who can submit alerts?
  • Any faculty and staff who interact with students and may become aware of concerns both in and out of the classroom.

• When should an alert be submitted?
  • Whenever you feel a student may be struggling and could benefit from support.

• Who is informed when an alert is submitted?
  • The Early Alert Administrator (Jessica Herrmeyer) is notified. The alert is then “assigned” to a faculty or staff member the administrator feels can best address the specific situation with the student and determine appropriate support.

• Who can view the alert information?
  • Only the faculty/staff member who submitted the alert, the Early Alert Administrator, and the faculty/staff member who is assigned to the alert.

• Should I inform the student of my intent to submit an alert?
  • You are encouraged to speak with the student prior to submitting an alert if possible. While you are welcome to submit an alert without communicating this to the student, it is helpful in the follow-up process if the student is not surprised by being contacted.
HOW TO SUBMIT AN EARLY ALERT
There are multiple paths for submitting alerts

Infocenter
https://info.wartburg.edu/

My.wartburg
https://my.wartburg.edu/ics/
Follow the prompts to enter an alert.
There are many options for the “Nature of Concern”.
It is helpful if you complete the “Additional Comments” section.
Once you have submitted, the Early Alert Administrator will receive a notice of your alert. It will then be reviewed to determine the best course of action to support the student. The Administrator will assign the alert to an appropriate faculty or staff member. The alert submitter will be notified via email of any updates.
My Alerts

You can always view your previously submitted alerts and any updates under the “My Alerts” tab.
My Actions

When an Early Alert is assigned to you by the EA Administrator, you will receive an email instructing you to access the information via your “My Actions” tab. Please use the information provided there to follow up with the student and provide updates when appropriate.
PLEASE DIRECT ANY QUESTIONS TO YOUR EARLY ALERT ADMINISTRATOR

Dr. Quinton Richardson
Academic Success and Retention Coordinator
q.richardson@wartburg.edu
(319) 352-8410