

# Academic Alert Program Referral

## STUDENT INFORMATION

Last Name:  First Name:   
 SID:  Date:

## COURSE INFORMATION

Course Name:  Instructor Name:   
 Course #:  Phone:

### Academic Issues:

- Late or incomplete assignments
- Poor performance on tests or exams
- Lacking basic skills/ background for course
- Poor study habits
- Does not participate in class activities
- Currently has "D" or "F"
- Fails to attend scheduled appointments
- Shows disinterest, dissatisfaction, or lack of purpose
- Does not respond to my attempts of contact

### Attendance Issues:

- Student has NEVER attended
- Suddenly stopped attending. Last date attended:
- Has poor attendance. Number of classes missed:
- Excessive tardiness

Please either return this form via e-mail or in a sealed envelope to:  
 Enrollment Management Office, 1300  
 Sara Balog  
[earlyalert@blueridgectc.edu](mailto:earlyalert@blueridgectc.edu)  
[sbalog@blueridgectc.edu](mailto:sbalog@blueridgectc.edu)  
 304-260-4380 ext. 2120

### Social/Personal Issues:

- Has expressed external issues: financial problems, child care, abuse etc.
- Is involved in a troubling situation
- Attitude
- May require mental health referral
- Presented a risk of harm to self or to others\*

\*\* If student presents a risk of harm send a detailed email to Brenda Neal, [bneal@blueridgectc.edu](mailto:bneal@blueridgectc.edu)

### Behavioral Issues:

- Please explain:

Have you contacted the student regarding your concerns?

- Yes  No

Students Current Grade: