

Emails Associated with Tracking Items

Alerts:

Name of Alert:	Sent to:	Seen by:	Signed by
Attendance Concern	Student	Student and Counselor	Instructor
Behavioral Concern	Counselor	Counselor Only	Instructor
In Danger of Failing Concern	Student	Student and Counselor	Student Success Team
Low Academic Performance	Student	Student and Counselor	Instructor
Missing-Late Assignments	Student	Student and Counselor	Instructor
Participation Concern	Student	Student and Counselor	Instructor

System Alerts:

Name of Referral:	Sent to:	Seen by:	Signed by
Inactivity Concern in Canvas	Student	Student and Counselor	Student Success Team
Low Average in a Course	Student	Student and Counselor	Student Success Team

Referrals:

Name of Referral:	Sent to:	Seen by:	Signed by
Counselor Referral	Student	Student and Counselor	Instructor
Financial Aid Referral	Student	Student and Counselor	Instructor
Tutoring Referral	Student	Student and Counselor	Instructor

Kudos:

Name of Kudo:	Sent to:	Seen by:	Signed by
Keep Up the Good Work	Student	Student and Counselor	Instructor
Showing Improvement	Student	Student and Counselor	Instructor
Outstanding Performance	Student	Student and Counselor	Instructor