

To: Crysti Luna
Educational Support Services
E-Mail

Decker 258c
Ext. 4597

RE: Alert System

Date:

I have some concerns about _____

(Student's Name)

Student ID#

Specifically as identified below:

- Class Attendance List class:
- Considering Transferring
- Academic Performance
- Personal Adjustment
- Appears to be under extreme pressure
- Other:

Contacts I have made with this student:

Comments:

To further understand the situation, you can contact me:

_____ at _____

(Please print your name)

(Telephone ext.)

- I give you permission to let the student know that I have contacted you.
- I give you permission to let the student's mentor/advisor be informed of my concern.