

Early Support Program New Early Alert System





The Early Support Program (ESP) is a collaboration between faculty, counselors, ESP staff, and Student Support Services and is geared towards identifying and providing support services to students facing academic, financial, and/or personal challenges.



- The Early Alert (referral) system is designed for faculty to refer students to the Early Support Program
- As a retention practice, the referral process is meant to identify students who would benefit from Hartnell College resources
- The Early Support Program has developed interventions and resources to support student success



- Faculty identify students who would benefit from additional resources in order to be successful in their class
- Faculty complete the Early Alert form and identify the barriers the student might be experiencing
- The “referral” is sent directly to the Early Support Program team to follow up with the student



- Attendance Concern
- In Danger of Failing
- Late Assignments
- Low Quiz/Test Score
- Missing Assignment
- Other comments and feedback

- **Early Support Program team contacts students via email and phone**
- **Student meets with Early Support Program**
- **Refer (Warm handoff) students to appropriate resources such as Panther Learning Lab, Counseling, Financial Aid etc.**
- **Discuss time management and study strategies for your specific course**
- **Discuss barriers to their success and potential strategies**

Refer a Student to ESP

HOME > STUDENTS SERVICES AND SUPPORT PROGRAMS > STUDENT SUPPORT PROGRAMS > EARLY SUPPORT PROGRAM (ESP) > REFER A STUDENT TO ESP

- Academic Probation
 - Refer a Student to ESP
 - Schedule an Appointment
- Early Support Program (ESP)

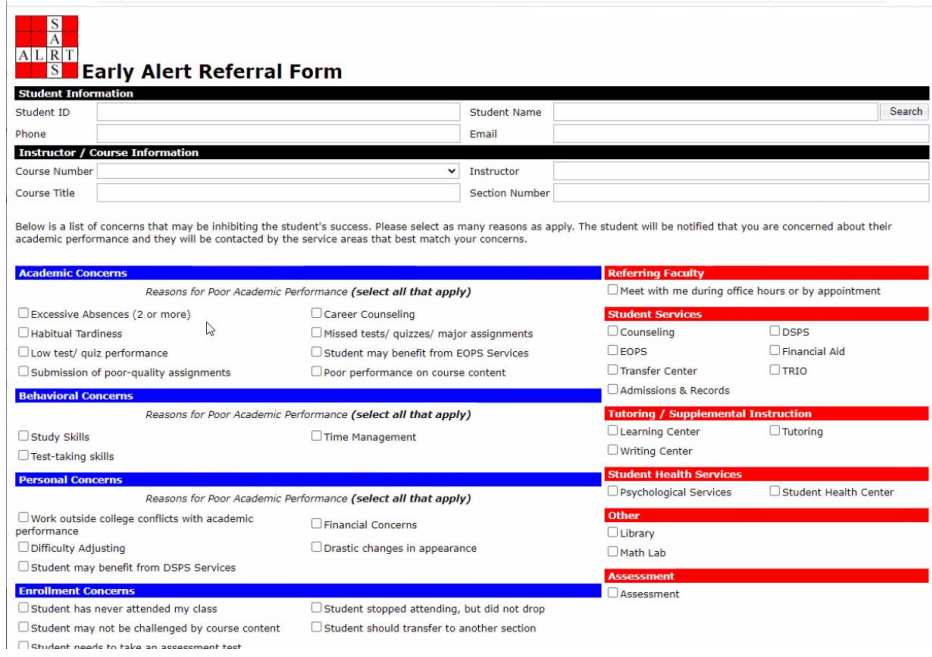
Early Support Program Referral - Faculty

This form generates a referral for a student in your course that can benefit from a proactive Early Support Program intervention.

Please provide information below. You may also refer students by emailing esp@hartnell.edu

*** Required**

Available on the ESP website.



Early Alert Referral Form

Student Information

Student ID: _____ Student Name: _____ Search

Phone: _____ Email: _____

Instructor / Course Information

Course Number: _____ Instructor: _____

Course Title: _____ Section Number: _____

Below is a list of concerns that may be inhibiting the student's success. Please select as many reasons as apply. The student will be notified that you are concerned about their academic performance and they will be contacted by the service areas that best match your concerns.

Academic Concerns <i>Reasons for Poor Academic Performance (select all that apply)</i>	Referring Faculty
<input type="checkbox"/> Excessive Absences (2 or more)	<input type="checkbox"/> Meet with me during office hours or by appointment
<input type="checkbox"/> Habitual Tardiness	Student Services
<input type="checkbox"/> Low test/ quiz performance	<input type="checkbox"/> Counseling <input type="checkbox"/> DSPS
<input type="checkbox"/> Submission of poor-quality assignments	<input type="checkbox"/> EOPS <input type="checkbox"/> Financial Aid
<input type="checkbox"/> Career Counseling	<input type="checkbox"/> Transfer Center <input type="checkbox"/> TRIO
<input type="checkbox"/> Missed tests/ quizzes/ major assignments	<input type="checkbox"/> Admissions & Records
<input type="checkbox"/> Student may benefit from EOPS Services	Tutoring / Supplemental Instruction
<input type="checkbox"/> Poor performance on course content	<input type="checkbox"/> Learning Center <input type="checkbox"/> Tutoring
Behavioral Concerns <i>Reasons for Poor Academic Performance (select all that apply)</i>	<input type="checkbox"/> Writing Center
<input type="checkbox"/> Study Skills	Student Health Services
<input type="checkbox"/> Test-taking skills	<input type="checkbox"/> Psychological Services <input type="checkbox"/> Student Health Center
<input type="checkbox"/> Time Management	Other
Personal Concerns <i>Reasons for Poor Academic Performance (select all that apply)</i>	<input type="checkbox"/> Library
<input type="checkbox"/> Work outside college conflicts with academic performance	<input type="checkbox"/> Math Lab
<input type="checkbox"/> Difficulty Adjusting	Assessment
<input type="checkbox"/> Student may benefit from DSPS Services	<input type="checkbox"/> Assessment
<input type="checkbox"/> Financial Concerns	
<input type="checkbox"/> Drastic changes in appearance	
Enrollment Concerns	
<input type="checkbox"/> Student has never attended my class	<input type="checkbox"/> Student stopped attending, but did not drop
<input type="checkbox"/> Student may not be challenged by course content	<input type="checkbox"/> Student should transfer to another section
<input type="checkbox"/> Student needs to take an assessment test	



- Request a virtual class presentation
- Include ESP and Panther Learning Lab information in your syllabus and Canvas page
- Share resources with students
- Identify students early if they are struggling
- Encourage peer-to-peer collaboration



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