Alert Form Process

Susquehanna County Career & Technology Center

With some students returning to the schools after a year of full or partial remote learning, many of them may find returning difficult. They may struggle with the information and students could begin to fail coursework quickly. Susquehanna County Career & Technology Center developed a process last school year to monitor student grades and to develop a way to address the issue before too much time is lost. It is comprehensive and somewhat time-consuming but well worth the time if the school can develop a plan before the student has lost too much time to recover. A school staff member could easily edit the forms to work in their school.

Here are the forms they use. While these have been saved in Word; Susquehanna staff used the Google Docs to easily move them from person to person.

1. **Alert Form Procedures:** This document provides all of the steps the staff will follow if a student has fallen below a C or 74%.

2. The teacher will begin the process by completing the **Alert Form Blank.**

3. The **Alert Form Plan of Action** is completed which denotes the steps that will be taken to provide support to the student.

4. The Alert Form Student Progress is initiated if a 3rd alert is needed for the same student to take further steps to ensure support for the student.

All copies are maintained in the student's file in the Guidance office.