EARLY ALERT STUDENT REFERRAL FORM

Please use one form per student – photocopy as many as needed!

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Star ID/Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class/Program</td>
<td>Date:</td>
</tr>
<tr>
<td>NCTC Employee (optional):</td>
<td>Phone #:</td>
</tr>
</tbody>
</table>

Have you contacted the student prior to this referral:  □ Yes  □ No

Please make an appointment to see the above named student regarding:

☐ Academic
  ☐ Unsatisfactory progress  ☐ Behind in class work
  ☐ Failing grades  ☐ Other (please explain)

☐ Attendance
  (please explain):

☐ Behavioral concern
  (please explain):

☐ Personal
  (please explain):

☐ Other
  (please explain):

Additional Comments:
_______________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

PLEASE RETURN ALL COMPLETED FORMS TO THE COUNSELING OR ADVISING DEPARTMENT AS SOON AS POSSIBLE

Northland Community and Technical College is a proud member of the Minnesota State Colleges and Universities system and is an Equal Opportunity employer and educator.

6/04/14 tm
Letter sent: __________________
Faculty/Staff contacted: __________

ADVISOR/COUNSELOR: ______________________________________________________

RESULTS:

☐ Meeting completed
☐ Requires more meetings
☐ Referral
☐ Plan decided upon and/or comments
☐ Other

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

________________________________________
Retention Group Member’s Signature

Date __________________

Northland Community and Technical College is a proud member of the Minnesota State Colleges and Universities system and is an Equal Opportunity employer and educator.