






# Starfish Early Alert – Faculty & Staff

updated 6/10/2022

**Starfish Early Alert** is a tool for instructors, student services, and campus resources to communicate with students and each other in order to help support student academic success. This system allows you to send information to students and other areas on campus regarding a student's academic progress, alert others of a student's specific needs, or refer students to support services. There are three types of Early Alert Tracking Items; kudos, flags, and referrals.

## What Tracking Items are available?

All tracking items are listed in groupings according to college and are in alphabetical order on your STUDENTS tab in Starfish. All Reedley items are notated with "Reedley" at the beginning of the item title. Ability to raise tracking items is based on your role and connection to the student.

Type of Tracking Item	Tracking Item Name
 <b>Kudo</b> is a form of providing positive recognition	<ul style="list-style-type: none"><li>• Keep Up the Good Work</li><li>• Showing Improvement</li></ul>
 <b>Flag</b> is a form of alerting a student or support service to an academic or personal concern	<ul style="list-style-type: none"><li>• Academic<ul style="list-style-type: none"><li>• Attendance Concern – online or in person (Faculty only)</li><li>• Missing Assignments (Faculty only)</li><li>• Concerned With Your Progress (Faculty only)</li><li>• Course Withdraw Recommendation (Faculty only)</li><li>• A2/P2 &amp; CPBP Academic Standing (Counseling only)</li><li>• DQ Readmit Academic Standing (Counseling only)</li><li>• Reedley 3 Flag Student Follow-up (Counseling only)</li></ul></li><li>• Personal<ul style="list-style-type: none"><li>• Behavior Intervention</li><li>• General Concern/Counselor Intervention</li><li>• New International Student flag (A&amp;R only)</li><li>• Veteran File Documents Missing (A&amp;R only)</li><li>• End Program Record Review (Counseling only)</li></ul></li></ul>
 <b>Referral</b> is a way of connecting students to resources and services	<ul style="list-style-type: none"><li>• DSP&amp;S Referral</li><li>• COVID 19 Information</li><li>• Tutoring Services</li><li>• Technology Assistance Resources</li><li>• Undecided Student Career Counseling</li><li>• Financial Aid (Counseling only)</li></ul>

## What happens when I raise a tracking item?

Each Early Alert tracking item has a specific and unique workflow built into the item to help provide students with the correct information and appropriate outreach. Some tracking items will generate an email to the student and/or other staff on campus. Several of the more sensitive items, such as the Behavior Intervention flag, generate only an alert to key faculty and staff so that timely and personalized outreach is provided. For additional information on messages and workflows, please refer to the [Starfish for Faculty & Staff Webpage](#).

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