















Tracking Item	Item Description	Faculty/Staff Responsible	What to do?
 Attendance Concern	Raise this when a student isn't attending class Regularly.	Instructor	Discuss with student and close the loop once complete
 General Concern	Use this flag to express any concerns you have About a student.		Discuss with student and close the loop once complete
 I Need Assistance in A Course	Created by student, instructor notified.		Reply to student and close the loop once complete
 Keep up the Good Work	Raise this when a student is doing well.		N/A; just letting student know that they are doing good/making progress.
 Outstanding Academic Performance	Raise this when a student has outstanding academic performance.		
 Showing Improvement	Raise this when a student has shown improvement.		
 Attendance Concern Referral	Raise this when a student isn't attending class regularly and requesting Student Services personnel to follow up with the student.	Support Program Designee/ Counselor	Designee will follow-up and assign to Counselor
 General Concern Referral	Raise this when you have a concern and you want to partner up with a Counselor, Advisor, or Academic Support Service.		Designee will follow-up and assign to Counselor
 Visit Counseling Services	Academic Support Service Referral		Contact student and schedule them to meet with a counselor
 Student Flagged 2 times	Identifies any student which has at least 2 active flags regardless of flag type.		Designee will follow-up and assign to Counselor
 Financial Aid Referral	Academic Support Service Referral	FA Designee	Follow-up and close the loop when complete
 Tutoring Referral	Academic Support Service Referral	Designee	Follow-up and close the loop when complete

 = **FLAG**

 = **KUDOS**

 = **REFERRAL**