

**Technical College of the Lowcountry
Early Alert Referral Form**

The Early Alert Referral Form is part of TCL's Retention Program. This form allows faculty and staff to notify the Early Alert team of any student who is not making satisfactory progress. Once a student is identified by notifying the Retention Office, a member of the Early Alert team will attempt to contact and work with the student in an effort to improve the student's academic performance and opportunity for success at TCL. Simply complete the information below and email to retention@tcl.edu. (Please include Student's Name, ID and Early Alert Referral in Subject line)

Prior Contract

Have you attempted to contact the student regarding this issue prior to submitting this referral?

Yes No

If yes, please indicate how:

face-to-face phone/text email mail other

Contact Information

Your name:

Your position:

Your Phone:

Your Email:

Student Information

Name of Student:

Student ID Number:

Student Phone:

Student Email:

If this is related to a specific course(s) please give the course number(s) or title(s)

Areas of Concern:

Attendance/Tardiness

Low test/quiz scores

Incomplete/missing/late assignments

Poor/underdeveloped study skills or time management

Personal issues affecting student

Other (Explain below)

Please provide any additional information (Include only detailed, factual information):