

Starfish Tracking Items

Starfish “tracking items” include: Flags, Kudos and Referrals.

FLAGS Your student is struggling with...

Issue	Flag to Raise	What will happen
Student has accommodations on file with Access & Success.	Accommodation Notification	<ul style="list-style-type: none"> Email sent to student with accommodation information Email sent to instructors with accommodation information Viewable in student folder
Attendance and has missed <u>multiple class</u> periods.	Attendance Concern	<ul style="list-style-type: none"> Email sent to student with information and next steps to address the issue Notification to college/school dean's office staff for possible follow-up Viewable in student folder
A student has missed multiple assignments or consistently submits assignments late.	Missing/Late Assignments	<ul style="list-style-type: none"> Email message sent to student with information and next steps to address the issue Viewable in student folder
class performance and needs corrective action immediately to pass the course.	In Danger of Failing	<ul style="list-style-type: none"> Email message sent to Student and college/school dean's office staff Outreach to student for supportive intervention
A student received a low grade on a test	Low Test Grade	<ul style="list-style-type: none"> Email message sent to student with information and next steps to address the issue Viewable in student folder
Student is struggling with transitional issues such as homesickness or connecting with peers	Transition Concern	<ul style="list-style-type: none"> Email message sent to College/School Dean's Office, Dean of Students Office, New Student Programs, and Residence Life (if applicable) Outreach to student for supportive intervention
A student's performance on assignments, engagement in class, or other general progress	General Academic Concern	<ul style="list-style-type: none"> Email message sent to Academic Achievement team Outreach to student for academic coaching
Concern about a student's mental health and well-being	Mental Health Concern	<ul style="list-style-type: none"> Email message to Dean of Students office team Outreach to student for supportive intervention
Concern with a student's behavior (change in hygiene, disposition, or interest level that is unusual for the student). If you believe the issue is specific to mental health, please raise the mental health concern flag	Behavioral concern flag	<ul style="list-style-type: none"> Email message to Dean of Students team Review and appropriate intervention determined
Concern about student's behavior interfering with course instruction (aggressive/intimidating behavior, suicidal/harm ideation)	BiT	<ul style="list-style-type: none"> Email message to Behavioral Intervention Team Flag raiser will be contacted Outreach to student for supportive intervention

KUDOS Your student is doing well and you want to...

Goal/Message	Kudo To Send	What will happen
tell the student they should continue doing the great work they are already doing!	Keep Up the Good Work	<ul style="list-style-type: none"> Email message sent to student Viewable in student folder
inform the student that they are improving their grades/participation/etc.	Showing Improvement	<ul style="list-style-type: none"> Email message sent to student Viewable in student folder
welcome students to campus and help them connect with campus resources	We're Glad You're Here	<ul style="list-style-type: none"> Email message sent to student Viewable in student folder
let the student know they are beginning the term on a good note.	You're Off to a Great Start!	<ul style="list-style-type: none"> Email message sent to student Viewable in student folder
acknowledge when students develop skills that set them apart from their peers and where they learn attributes that employers want	True Blue Skills	<ul style="list-style-type: none"> Email message sent to student Viewable in student folder

REFERRALS You would like to direct students to campus services...

Issue	Referral to Send	Notification	Follow Up
A student would benefit from coaching regarding study skills, time management, organization, etc.	Academic Coaching Referral	Email message to Student.	Student should schedule an appointment with service.
A student needs direction for finding a career and exploring job opportunities in their chosen major.	Career Services Referral	Email message to Student.	Student should schedule an appointment with service.
A student needs to see a staff member in their college or school dean's office.	College/School Dean's Office Referral	Email message to Student	Student should schedule an appointment with service.
A student has questions about their campus finances.	Get Your Financial Questions Answered	Email message to Student	Student should schedule an appointment with service.
You suspect personal issues are affecting a student's academic performance.	Student Counseling Services Referral	Email message to Student.	Student should schedule an appointment with service.
You suspect a student has a disability and should be evaluated and receive additional supports.	Student Disability Services Referral	Email message to Student.	Student should schedule an appointment with service.
A student has an injury or other health-related concern	Student Health Referral	Email message to Student	Student should schedule an appointment with service.
A student is in need of additional help in a specific course or subject area.	Tutoring Referral	Email message to Student.	Student should schedule an appointment with service.