



Flag Triage Action Guide for Gen. Pop. Students: What to do when an Academic Flag is Raised.



Name of Flag	What To Do
3-Flags *	Do NOT ever clear this flag. Only address and clear the underlying flags that made this appear.
Attendance/Tardy Concern	Depends on severity. Can ignore so “3-Flags” will indicate a pattern.
Automatic Grade Notification *	Do NOT ever clear this flag. Address and contact student, but do not clear it. The system will automatically clear the flag when the students’ grade raises above the threshold.
Automatic Canvas Inactivity Notification *	Do NOT ever clear this flag. Can ignore so “3-Flags” will indicate a pattern, but do not clear it. The system will automatically clear the flag when the student logs into to Canvas.
In Danger of Failing	Address and contact student immediately.
I need help, but don’t know where to start	Assign and address based on need and follow up with student.
I need help in a course	An email is sent to the instructor so they will already be notified. No action is needed on your part.
I need help paying for college	An email is sent to financial aid. No action is needed on your part.
Lack of Preparation	If raised at the beginning of the semester, contact student to see if they need supplies or inform them of book loan programs and other services for low income (if money is the issue).
Low Quiz/Test Scores	Can ignore so “3-Flags” will indicate a pattern.
Missing/Late Assignments	Can ignore so “3-Flags” will indicate a pattern.
Other Concern	Depends on the topic.
Struggles with Material	Address and contact student. Refer to tutoring if applicable.
Urgent Concern	Assign and address based on need and follow up with student.
REFERRALS	If you notice a referral has gone unaddressed for a while, you may want to contact that department to make sure they are aware of it.

* DO NOT CLEAR THESE FLAGS IN STARFISH