

Starfish Cortland - Notification Descriptions

All information in Starfish is disclosable under the Family Educational Rights and Privacy Act (FERPA). All information put in Starfish should use student-facing/student-friendly language. Most academic flags are viewable by the student referenced, the faculty or staff member who raised them, and any individual who may be associated with the flag. Flags are meant to connect everyone with the common goal of ensuring the students' academic success.

Flag Alerts			
Flag Alert Name	When to use	Email notification sent to:	Staff Outreach:
Attendance Concern	Student is not attending class regularly	Student	
Critical Attendance Concern	There is a critical attendance issue	Student Advisement and Transition (A&T)	✓
Never Attended	Student has never attended your class	Student Associate Dean A&T	✓
Academic Concern	Student not meeting course expectations/performance. Room for improvement.	Student	
Critical Academic Concern	There is a critical/urgent academic concern	Student A&T	✓
At Risk for Failing	Student is at risk for failing course	Student Associate Dean A&T	✓
General Concern	Use this private alert to express any concern you have about a student but are not sure how to proceed (student will <u>NOT</u> see items within this flag alert)	A&T (refer to appropriate office)	✓
Kudos			
Kudos Name	When to use	Email notification sent to:	Staff Outreach:
Keep Up the Good Work	Student who is performing well	Student	
Outstanding Academic Performance	Student has demonstrated outstanding academic work	Student	
Showing Improvement	Student has shown improvement in class and/or with their academic work	Student	
Student Raised Flag Alerts			
Flag Alert Name	When to use	Email notification sent to:	Staff Outreach:
I Need General Academic Help	Student needs general academic help	The Learning Center	
I Need Help	Student needs help in general but not sure where to go for assistance	A&T	✓
I Need Help in a Course	Student has questions or needs help in your course	Instructor for specific course	
I Need Help with my Writing	Student needs help with their writing		

Starfish is not intended to respond to mental health or safety concerns. If you have a significant concern about a student's health, safety or well-being please contact the Behavior Assessment Team (BAT).