Spartan Success Network (SSN) Suggested Tracking Item Timeline

<table>
<thead>
<tr>
<th>August/January</th>
<th>September/February</th>
<th>October/March</th>
<th>November/April</th>
<th>December/May</th>
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<tbody>
<tr>
<td><strong>Action Items</strong></td>
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<td>Consider establishing a flag-updating schedule (e.g., weekly, bi-weekly)</td>
<td>After the Add/Drop Period deadline, begin raising flags, kudos, referrals, and to-dos (also see the section below titled Ongoing: What to Do after Initiating Tracking Items)</td>
<td>Complete the Student Performance Progress Report to provide students with mid-semester feedback in the form of Warning Grades and kudos</td>
<td>Continue raising flags, kudos, referrals, and to-dos to provide students with additional feedback and guidance in the second half of the semester (also see the section below titled Ongoing: What to Do after Initiating Tracking Items)</td>
<td>If students share that they might be or will be leaving YCP after the semester ends, please document this information via a Retention Referral or a Leave of Absence/Withdraw from College Forms to-do (see Special Notes/Tips below for guidance on determining which item to initiate)</td>
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<td>On the first day of classes, begin taking attendance daily in the SSN (accessible via MyYCP’s Spartan Success icon and the LMS link titled SSN Attendance)</td>
<td>Complete the Student Attendance Verification Report to ensure YCP’s compliance with federal financial aid regulations</td>
<td>As the course/college withdrawal deadline approaches, please be mindful of and promptly respond to I’m Thinking about Withdrawing from a Course flags</td>
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**Special Notes/Tips**

- **Flag Raisers**: please update flags when new developments occur and/or per your personal flag-updating schedule
  - To quickly find flags you’ve raised, use the Created By Me filter (Students > Tracking > Add Filters > Tracking Items)
- **Academic Advisors**: please reach out to advisees who are accumulating flags to support both fellow faculty and advisees
  - To quickly find flags assigned to you, use the Assigned To Me filter (Students > Tracking > Add Filters > Tracking Items)
- **Comment on flags to document outreach attempts and whether or not the student responded, to summarize pending action discussed with the student, to inform others in the network if the flags should remain active, etc.**
- Unless otherwise specified, **Clear** flags to close-the-loop and provide important data related to student success (ideally, clearing is done by the flag raiser or “assignee”)
  - To comment on and/or clear flags, remember to **hover** over (not click on) the flag icon
- **Referrals or to-dos you’ve made will be updated and closed by associated offices**

**Ongoing: What to Do after Initiating Tracking Items**

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- It is best practice to write flag and kudos comments to the student; view how your comments will be incorporated into emails at www.ycp.edu/spartansuccess
- Referrals should be used after discussing associated issues with students
- You will be notified via email when the Student Performance Progress Report is available
- Retention coordinators monitor flag activity daily; based on the pattern or number of flags, they will escalate flags by “assigning” them to relevant network members (e.g., advisor, coach, etc.) or other student support personnel
- Raise the Retention Referral for students who are thinking about leaving but haven’t made a final decision and/or want more info about the process
- Initiate the Leave of Absence/Withdraw from College Forms to-do for students who are confident that they will not be returning to the College after completing the most recent or current term

- Set your default log-in page to Students -> Attendance (in your profile settings) to access the attendance module quickly
- You will be notified via email when the Student Attendance Verification Report is available
- You will be notified via email when the Student Performance Progress Report is available
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