

What flags are available in Starfish?

Guide created and shared by The Student Academic Hub

Starfish flags can be broken out into three main categories:



1. [Requesting Outreach] flags

- **Manually raised** by instructors
 - **Trigger a tiered outreach program** by The Student Academic Hub
 - **Raise this flag type when** you have addressed an issue with no result and would appreciate support in the form of outreach to the student.
 - **Student visibility:** The comment you enter when raising the flag will inform the Hub's outreach, but the student **will not see your comment** verbatim.
- At Risk for Transferring [Requesting Outreach]
 - Disengaged from Class [Requesting Outreach]
 - Missed/late assignments [Requesting Outreach]
 - Never Attended
 - Other [Requesting Outreach]
 - Personal/Family/Work concerns [Requesting Outreach]
 - Poor attendance [Requesting Outreach]
 - Poor grades [Requesting Outreach]
 - Serious Behavioral Concern [Requesting Outreach]
 - Tardiness [Requesting Outreach]



2. [Documenting Only] flags

- **Manually raised** by instructors
 - **Do not trigger outreach** by the Hub or any other office
 - **Raise this flag type when** you want to make note of a situation, but you do not need additional outreach or support from the Hub at this time
 - **Student visibility:** The student will not know that you raised this flag and will not be able to see your comments.
- Disengaged from Class [Documenting Only]
 - Missed/late assignments [Documenting Only]
 - Other [Documenting Only]
 - Personal/Family/Work concerns [Documenting Only]
 - Poor attendance [Documenting Only]
 - Poor grades [Documenting Only]
 - Tardiness [Documenting Only]



3. System-raised attendance flags

- **Automatically raised** based on the attendance data you enter in Starfish
 - **Weeks 1-5** of the semester: **trigger a tiered outreach** program by The Student Academic Hub
 - **Week 6 and beyond:** student receives **one automated email** informing them of their number of unexcused absences and offering support/encouragement
- Unexcused Absence (6 or more in a single course)
 - 5 Unexcused Absences in a Term (across all courses the student is taking)