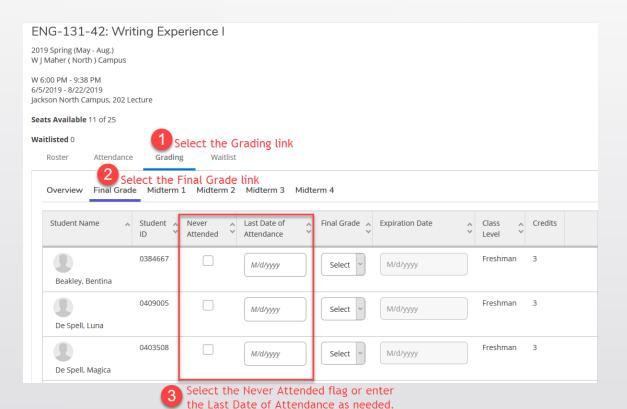# ALD 2021 Student Services

Last Date of Attendance

Attendance Reporting Reminders

Retention Alert

Never Attended/Last Date of Attendance

- **Why is this important?**
  - Prevents students from being charged for classes they are not attending.
  - Protects the College from receiving Title IV funds in error.
  - Federal requirement for enrollment verification and financial aid reporting – we must be able to identify the last date that a student attended a course.

Attendance Reminders

Face-to-Face or Synchronous Online Sections (i.e. <mark>01, H50, IS50</mark>)

- Take attendance each class session and regularly monitor the academic activity of each student.
  - Enter attendance details within 48 hours of each class period via JetStream.

Asynchronous Online Sections (i.e. <mark>I1</mark>)

- Take attendance by Thursday in JetStream

Retention Alert

- Enhanced system to provide pertinent details to a Navigator whenever you have a student who needs extra help and support.

- This short video explains how to submit a Retention Alert case on a student through JetStream: [Retention Alert for All Faculty](#)

  1. Log into JetStream and click on the Faculty menu.
  2. Click on the class that the student is located in. Copy the Student's ID for whom you'd to initiate a Retention Alert case.
  3. Then, click the Daily Work link and go to Retention Alert
  4. Click on the "Contribute Retention info" link.
  5. Paste the Student ID into the search bar and search.
  6. Fill out form. (View video linked above for more details on this step.)

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