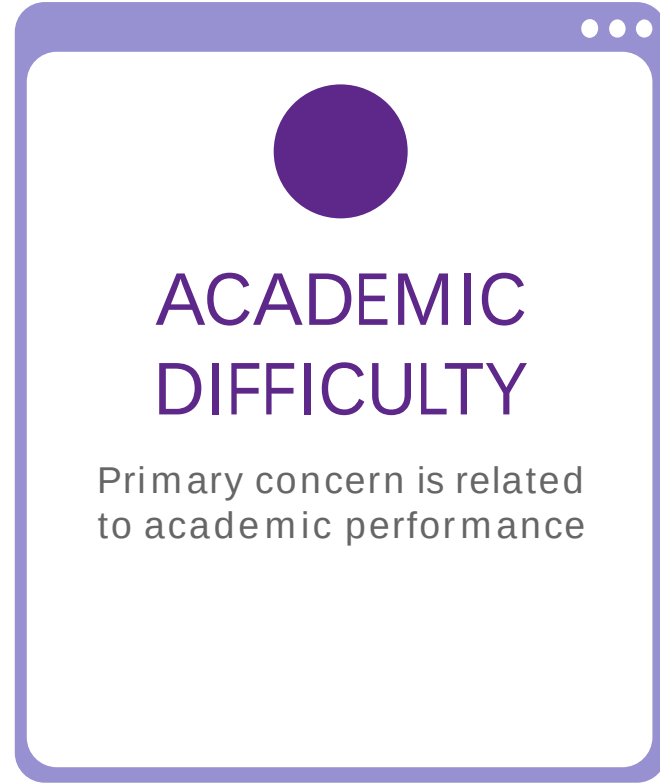
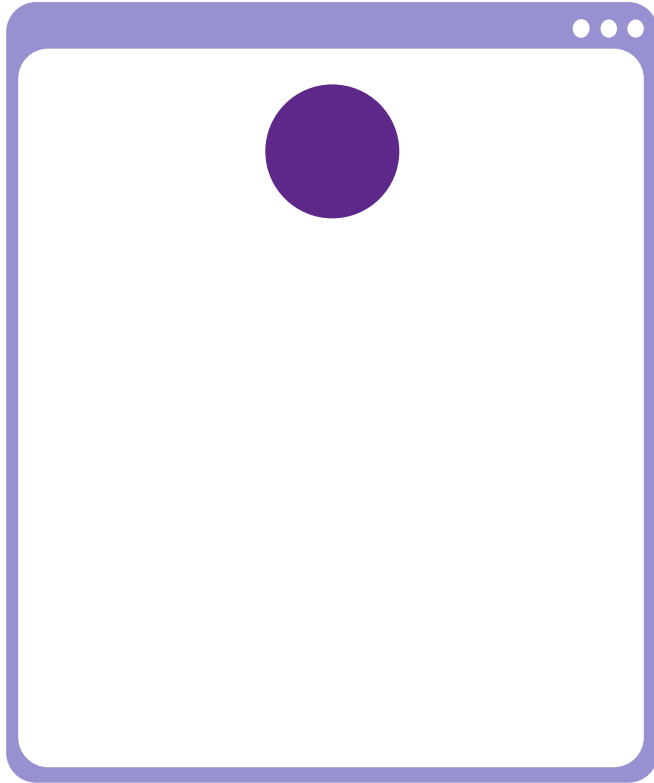


SUBMITTING A CARE REPORT

careteam@sewanee.edu

A vertical rectangular card with a light purple border and rounded corners, identical in layout to the first card. It features a solid dark purple circle in the upper left. Centered below it is the title "ACADEMIC DIFFICULTY" in a large, dark purple, sans-serif font. Below the title, the text "Primary concern is related to academic performance" is written in a smaller, dark grey, sans-serif font.

ACADEMIC DIFFICULTY

Primary concern is related
to academic performance

Background Information

Please provide us with information about you as the reporter in case the team needs to follow up with you.

[Enable all report features by logging in.](#)

First name:

Last name:

Country:

Phone number:

Our email address:

Relationship to Report:

Relationship to Student:

Date of behavior:

Time of behavior:

Location of behavior:

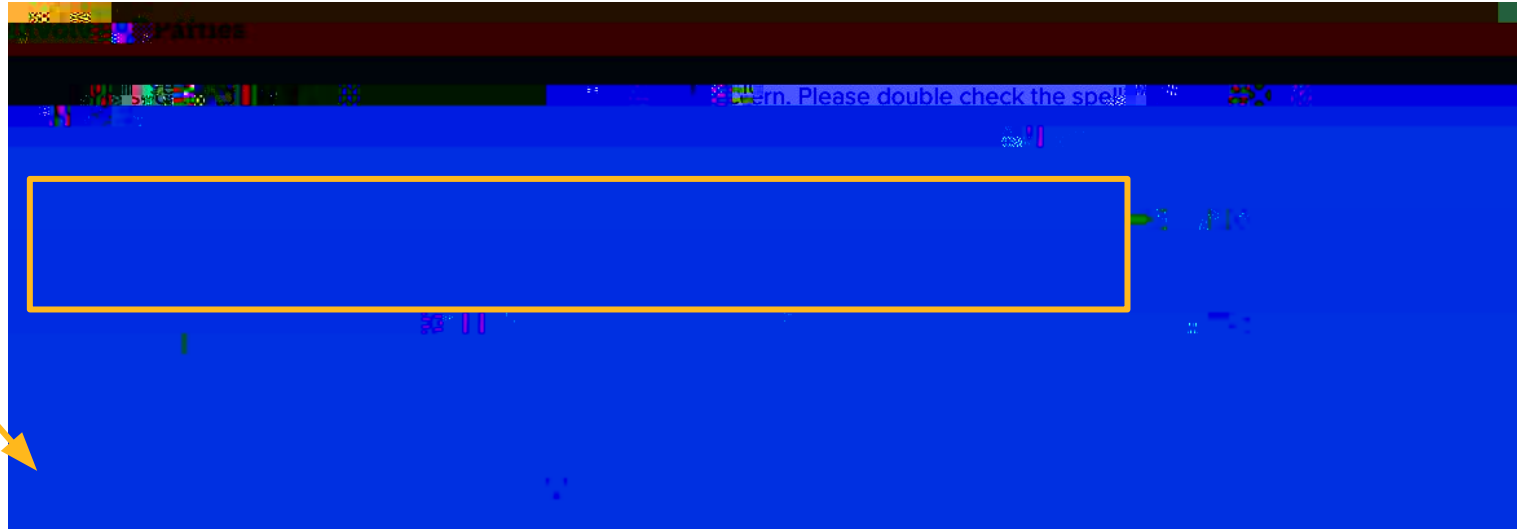
Submit

BACKGROUND INFORMATION

Provide information about yourself, the student of concern, and the timing of the behavior.

A report can be submitted anonymously, but may limit the ability of the team to follow up.

INVOLVED PARTIES



The screenshot shows a web interface with a dark header bar containing the title "Involved Parties" and a navigation menu. Below the header is a blue content area. A yellow-bordered rectangular box highlights a section of the form, likely for entering details about a person involved. An orange arrow points to the bottom-left corner of the blue area. A text box at the top of the blue area contains the text "Please double check the spell".

Provide information about each person involved in the situation. You must provide an answer in the first three boxes and including their Banner ID is helpful if you have it!

Add another person by clicking on the "Add another party" button.



NARRATIVE DESCRIPTION



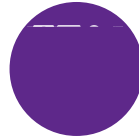
SEEN

What behaviors did you see or observe, directly or indirectly?



HEARD

What information was told to you? Who shared it with you? What was the context?



DONE

What action steps have you taken?
What were the results?



EXAMPLE NARRATIVE

Jordan has missed 6 classes with unexcused absences so far this semester. The class meets twice a week in the evening, and Jordan shared with me they sometimes struggle with their energy towards the end of the day for mental health reasons.

They have communicated with me about some of their absences with increasingly anxious sounding emails. Yesterday, the student was absent from class, and wrote to me to say that they won't be in class and stated it was because they were having a panic attack. I responded to encourage them to visit CAPS before they closed for the day.

Jordan has been in my courses in the previous two semesters, so I have gotten to know them well. They are hardworking and have a particular talent for this subject area. I believe they feel to be under some kind of additional pressure and stress.

Their frequent class absences are concerning to me because it not only may impact their grades, but also appears to be related to an increasing level of stress.

RESOURCE & CONTACT

The final questions help the CARE Team in their response to the concern.

First – we ask you to indicate if you have contacted with these concerns so we can collaborate.

Second – we ask you if you have talked with the student about these issues, which helps us as we connect with the student.





