# ALAMO COLLEGES

## DECEASED STUDENT CHECKLIST

### DECEASED STUDENT RECORD CHECKLIST - Part I

<table>
<thead>
<tr>
<th>STATUS</th>
<th>TASK</th>
<th>VPSS OFFICE</th>
<th>RISK MGMT</th>
<th>PUBLIC RELATIONS</th>
<th>A &amp; R Leads</th>
<th>STUDENT FINANCIAL SERVICES</th>
<th>FINANCE OFFICE (BURSAR)</th>
<th>IA</th>
<th>VA</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>1.</td>
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<tr>
<td>✓</td>
<td></td>
<td>Contact College VPSS Upon Notification of Student’s Death</td>
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<td></td>
<td>2.</td>
<td>Notify College Registrar to Verify student status</td>
<td>X</td>
<td></td>
<td>X</td>
<td>Verifying Student’s status</td>
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<td></td>
<td>3.</td>
<td>Notify PR to Verify Student’s Death</td>
<td>X</td>
<td></td>
<td>X</td>
<td>Verifying Student’s status</td>
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<td>4.</td>
<td>Notify College President (President notifies Chancellor and other administrators as needed)</td>
<td>X</td>
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<td>5.</td>
<td>Notify Vice Chancellor of Student Success</td>
<td>X</td>
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<td></td>
<td>VPSS Provides Student Contact Information</td>
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<td>6.</td>
<td>Notify the Office of Legal Affairs</td>
<td>X</td>
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<td>7.</td>
<td>Notify Risk Management to determine eligibility for death benefits &amp; provide contact information</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Student must be enrolled for 30 days to be eligible</td>
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<td>8.</td>
<td>Notify next of kin of death benefits if eligible</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>Risk Management notifies family to complete Proof of Loss Accidental Death Form &amp; informs VPSS when completed</td>
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</tbody>
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**X =** Responsible Person/Department; VPSS is responsible for overseeing entire process and ensuring completion.

Part I must be completed prior to Part II. Documentation of this checklist must be completed within 10 days of knowledge of Student’s Death. Record must be maintained at the Office of the Vice President of Student Success/Affairs at the respective college. Communication can be in person, via email, or by phone.

Revised 10.9.12
# ALAMO COLLEGES
## DECEASED STUDENT CHECKLIST

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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Notify current instructors</td>
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<td>9.</td>
<td>Notify current instructors of deceased student</td>
<td>X</td>
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<tr>
<td>10.</td>
<td>Notify College Financial Aid Director to research pending financial obligations i.e., checks, loans, pending awards, scholarships, etc.</td>
<td>X</td>
<td></td>
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<td></td>
<td>Make determination by consulting with legal and finance offices. Notify VPSS of status and action taken in FA Office</td>
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<tr>
<td>11.</td>
<td>Notify VA office to determine pending financial obligations</td>
<td>X</td>
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<td></td>
<td>X</td>
<td>Make determination and notify VPSS of action taken</td>
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<tr>
<td>12.</td>
<td>Notify Bursar to research pending financial obligations i.e., tuition assistance, debts, payment plans, etc.</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>Research pending financial obligations</td>
<td>Make determination and notify VPSS of action taken</td>
<td></td>
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<tr>
<td>13.</td>
<td>Notify College PR to send sympathy card to the family on behalf of the College &amp; notify District PR to send sympathy on behalf of Alamo Colleges and the Chancellor</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>College PR Send College Sympathy Card</td>
<td>District PR send Alamo Colleges Sympathy Card</td>
<td></td>
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<td></td>
</tr>
</tbody>
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Revised 10.9.12
## DECEASED STUDENT RECORD CLEARANCE - Part II

<table>
<thead>
<tr>
<th>STATUS</th>
<th>TASK Initiated by the VPSS</th>
<th>VPSS OFFICE</th>
<th>RISK MGMT</th>
<th>PR</th>
<th>A &amp; R Leads</th>
<th>STUDENT FINANCIAL SERVICES</th>
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</thead>
<tbody>
<tr>
<td>✓</td>
<td>Place permanent restriction on student’s record to avoid future solicitation recruitment mailings</td>
<td>X</td>
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<td></td>
<td>Clear/remove all holds (library, parking, etc.)</td>
<td>X</td>
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<td></td>
<td>Withdraw student from all future billing cycles</td>
<td>X</td>
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<td></td>
<td>Notify college institutional advancement who will notify district Inst. Adv.</td>
<td>X</td>
<td></td>
<td>X</td>
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<td>Determine if student is scholarship recipient &amp; notify donor</td>
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<td></td>
<td>Notify Employee Services if student was a Workstudy, College, District employee</td>
<td>X</td>
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<td>Notify District Chief of Police to check/clear record</td>
<td>X</td>
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<td></td>
<td>Withdraw student from all classes after all processes are complete including payment of benefits</td>
<td>X</td>
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<td>X</td>
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<td></td>
<td>Determine Financial Aid Status and Insurance Impact before withdrawing Maximum Refund, if applicable, is 70%</td>
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<td></td>
<td>Change Student Status to Deceased</td>
<td>X</td>
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Revised 11.14.12