

ALAMO COLLEGES

DECEASED STUDENT CHECKLIST

DECEASED STUDENT RECORD CHECKLIST- Part I

| STATUS ✓ | TASK | VICE PRES. STUDENT SERVICES OFFICE | RISK MGMT | PUBLIC RELATIONS | REGISTRARS | STUDENT FINANCIAL SERVICES | FINANCE OFFICE (BURSAR) | I.T. | COMMENTS |
|-------------|--|---|---|-----------------------------------|-------------------------------|----------------------------------|-------------------------------|------|----------|
| | 1. Contact College VPSS Upon Notification of Student's Death | | | | | | | | |
| | 2. Notify College Registrar to Verify student status | X | | | X Verify student status | | | | |
| | 3. Notify PR to Verify Student's Death | X | | X Verify Student's Death | | | | | |
| | 4. Notify College President (President notifies Chancellor and other administrators as needed) | X | | | | | | | |
| | 5. Notify Vice Chancellor of Student Success | X | | | | | | | |
| | 6. Notify the Office of Legal Affairs | X | | | | | | | |
| | 7. Notify Risk Management to Advise next of kin of accidental death benefits if applicable | X | X Advise next of kin of accidental death benefits if applicable | | | | | | |

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.

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| STATUS ✓ | TASK | VICE PRES. OF STUDENT SERVICES OFFICE | RISK MGMT | PUBLIC RELATIONS | REGISTRARS | STUDENT FINANCIAL SERVICES | FINANCE OFFICE (BURSAR) | I.T. | COMMENTS |
|-------------|--|---|--------------|----------------------------|--------------------------------|--|--|------|---|
| | 8. Notify each instructor | X | | | X Notify each instructor | | | | |
| | 9. Notify College Financial Aid Director to research pending financial obligations i.e., checks, loans, pending awards, scholarships, etc. | X | | | | X Research pending financial obligations i.e. checks, loans, pending awards, scholarships etc. | | | <i>Make determination by consulting with legal and finance offices.</i> |
| | 10. Notify Bursar to research pending financial obligations i.e, tuition assistance, debts, payment plans, etc. | X | | | | | X Research pending financial obligations i.e. tuition assistance, debts, payment plans, etc. | | |
| | 11. Notify PR to Send Sympathy Card to the Family on Behalf of the Alamo Colleges | | | X Send Sympathy Card | | | | | |

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ALAMO COLLEGES

DECEASED STUDENT CHECKLIST

DECEASED STUDENT RECORD CLEARANCE- Part II

| STATUS ✓ | TASK Initiated by the VPSS | V.P. STUDENT SERVICES OFFICE | RISK MGMT | PUBLIC REL. | REGISTRARS | STUDENT FINANCIAL SERVICES | FINANCE OFFICE (BURSAR) | I.T. | COMMENTS |
|-------------|--|---------------------------------------|--------------|----------------|------------|----------------------------------|-------------------------------|------|---|
| | 1. Withdraw student from all classes | | | | X | X | | | Determine Financial Aid Status and Insurance Impact |
| | 2. Place permanent restriction on student's record to avoid future solicitation/recruitment mailings | | | | | | | X | |
| | 3. Clear/remove all holds (library, parking, etc.) | | | | X | X | X | | |
| | 4. Withdraw student from all future billing cycles | | | | | | X | | |
| | 5. If student was a scholarship recipient – notify donor | | | | | X | | | |
| | 6. Notify Employee Services if student was a Workstudy/College/District employee | X | | | | X | | | |
| | 7. Notify District Chief of Police to check/clear record | X | | | | | | | |
| | 8. Change Student Status to Deceased | | | | X | | | | |

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