ALAMO COLLEGES
DECEASED STUDENT CHECKLIST
Former Student

DECEASED FORMER STUDENT RECORD CHECKLIST--- Part I

STATUS ✓✓	TASK	VPSS OFFICE	RISK MGMT	PUBLIC RELATIONS	A & R Leads	STUDENT FINANCIAL SERVICES	FINANCE OFFICE (BURSAR)	IA	VA	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								VPSS provides Student Contact Information
	6. Notify the Office of Legal Affairs	X								
	7. Notify College Financial Aid Director to research pending financial obligations i.e., checks, loans, pending awards, scholarships, etc.	X				X Research pending financial obligations				Make determination by consulting with legal and finance offices. Notify VPSS of status and action taken in FA Office

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	VPSS OFFICE	RISK MGMT	PUBLIC RELATIONS	A & R Leads	STUDENT FINANCIAL SERVICES	FINANCE OFFICE (BURSAR)	IA	VA	COMMENTS
	8. Notify Finance / Bursar to research pending financial obligations, i.e., tuition owed, insufficient funds / returned checks, library fines	**X**					X Research pending financial obligations.			Make determination and notify VPSS of action taken
	9. Notify VA office to determine pending financial obligations	**X**							X Research pending financial obligations	Make determination and notify VPSS of action taken
	10. Notify college bookstore to determine pending financial obligations, i.e., book rental	**X**								Make determination and notify VPSS of action taken
	11. Notify District Risk Management to research conditions related to death: site, environmental hazards, bio-hazards	**X**	X Research any Alamo Colleges liability							Make determination and notify VCAF, VCSS and VPSS of findings if liability present
	12. Notify College PR to send sympathy card to the family on behalf of the College & notify District VCSS to send sympathy on behalf of Alamo Colleges and the Chancellor	**X**		X College PR send College sympathy card						District VCSS send Alamo Colleges sympathy card

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	DECEASED FORMER STUDENT RECORD CLEARANCE--- Part II									
STATUS √√	**TASK Initiated by the VPSS**	**VPSS OFFICE**	**RISK MGMT**	**PR**	**A & R Leads**	**STUDENT FINANCIAL SERVICES**	**FINANCE OFFICE BURSAR**	**IA**	**VA**	**COMMENTS**
	1. Place permanent restriction on student's record to avoid future solicitation recruitment mailings	**X**			X					
	2. Clear/remove all holds (library, parking, etc.)	**X**			X	X	X			
	3. Withdraw student from all future billing cycles	**X**			X		X			
	4. Notify college institutional advancement who will notify District Inst. Adv.	**X**		X		X		X		Determine if student is scholarship recipient & notify donor
	5. Notify Employee Services if student was a Workstudy, College, District employee	**X**				X				
	6. Notify District Chief of Police to check/clear record	**X**								
	7 Change Student Status to Deceased	**X**			X					

X = Responsible Person/Department; VPSS is responsible for overseeing entire process and ensuring completion.

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