

Death of a Graduate Student Incident Coordinator Worksheet

Important: Send completed information to the Vice Provost and Dean of Graduate Studies (jkletzer@ucsc.edu) and the Registrar (registrar@ucsc.edu). Attach copies of any additional information (media announcement or obituary), if available.

STUDENT INFORMATION

Name		Student ID	
DOB (m/d/yyyy)	Age		
Department Affiliation		Faculty Advisor	
Address (if known)			
Attended UCSC from	to (m/d/yyyy)	<input type="checkbox"/> Currently Not Enrolled	<input type="checkbox"/> LOA <input type="checkbox"/> Other
» Attendance Dates Confirmed by (Academic Adviser)			Date (m/d/yyyy)
Date of Death (m/d/yyyy)		Cause of Death (if known)	

EMERGENCY CONTACT / NEXT OF KIN / NEAREST AVAILABLE RELATIVE*

NO CONTACT IS TO BE ISSUED WITHOUT VERIFICATION THAT THE NEXT OF KIN HAS BEEN NOTIFIED BY THE CORONER OR THE APPROPRIATE LAW ENFORCEMENT AGENCY.

Name(s)	
Relationship	
Address	
Phone(s)	Email
Source of Information	

NOTIFICATIONS

- | | |
|---|---|
| <input type="checkbox"/> Community announcement sent | <input type="checkbox"/> Emergency Contact |
| <input type="checkbox"/> Community announcement under development | <input type="checkbox"/> Roommates (if known) or Grad Housing |
| <input type="checkbox"/> Division | <input type="checkbox"/> News and Media Relations |
| <input type="checkbox"/> Department | |

NOTES/COMMENTS

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FOR THE UNIVERSITY REPRESENTATIVE COMPLETING THIS FORM

Date of Campus Notification		Submitted by	
Phone	Email	Date (m/d/yyyy)	