

## Death of an Undergraduate Student Incident Coordinator's Worksheet

**Important:** Send completed information to the AVC for CHES ([sdmatthe@ucsc.edu](mailto:sdmatthe@ucsc.edu)) and the Registrar ([registrar@ucsc.edu](mailto:registrar@ucsc.edu)). Attach copies of any additional information (media announcement or obituary), if available.

### STUDENT INFORMATION

<b>Name</b>		<b>Student ID</b>	
<b>DOB</b> (mm/dd/yyyy)	<b>Age</b>		
<b>College Affiliation</b>		<b>Major</b>	
<b>Address (if known)</b>			
<b>Attended UCSC from</b>	<b>to</b> (mm/dd/yyyy)	<input type="checkbox"/> <b>Currently Not Enrolled</b>	<input type="checkbox"/> <b>LOA</b> <input type="checkbox"/> <b>Other</b>
<b>Attendance Dates Confirmed by (Academic Adviser)</b>			<b>Date</b> (mm/dd/yyyy)
<b>Date of Death</b> (mm/dd/yyyy)		<b>Cause of Death (if known)</b>	

### 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.

<b>Name(s)</b>	
<b>Relationship</b>	
<b>Address</b>	
<b>Phone(s)</b>	<b>Email</b>
<b>Source of Information</b>	

### NOTIFICATIONS

- |   |  |
|---|--|
| <input type="checkbox"/> College Provost<br><input type="checkbox"/> Emergency Contact<br><input type="checkbox"/> Housemates/roommates if known<br><input type="checkbox"/> Major department's Advising Office | <input type="checkbox"/> News and Media Relations<br><input type="checkbox"/> Housing (residential student)<br><b>College/Residential unit:</b><br><input type="checkbox"/> Community announcement sent<br><input type="checkbox"/> Community announcement under development |
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### NOTES/COMMENTS

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### FOR THE UNIVERSITY REPRESENTATIVE COMPLETING THIS FORM

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