



Confirmation Notice for Death of a Student

In order to remain sensitive to the dignity and memory of the student and his/her family, the following University areas shall be responsible for ensuring that the action as outlined in the campus procedure, Death of a Student, is completed within seven (7) business days upon notification from the Student Death Emergency Response Coordinator.

Name of Deceased Student: _____ **Student ID:** _____

Date of Death: _____ **University notified on:** _____

<u>Area/Department</u>	<u>Action Completed By</u>	<u>Date</u>
CSUCI Police		
President's Office		
Communications & Marketing		
Dean of the Faculty		
University Registrar		
Financial Aid		
Information Technology		
Cashier's Office		
Human Resources		
Parking Services		
Student Life		
University Advancement (Alumni, Development)		
Office of the Vice President for Student Affairs		
Confirmation Notice Completed By:	_____	Date _____