

9.2 Processing a Deceased Student Record

Purpose: Use this document as a reference for processing a deceased student record.

Audience: College Staff responsible for maintaining student records.

! You must have at least one of these local college managed security roles:

- ZD CC Service Indicate Student
- ZZ CC Service Indicators
- ZD CC Super user
- ZZ CC Service Indicators

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Step 1 - Assign Service Indicator

i **Service Indicators** can be assigned to prevent all enrollment activity except drops. Access to the pages used is limited and assigned by the local ctcLink security administrator. For example, users who have been granted the role [ZZ CC Service Indicate Student](#) would be given access to "placement" and "release" of Service Indicators but cannot perform that work until they have been granted [SACR Security to the relevant Service Indicator codes](#).

Navigation: NavBar > Navigator > Campus Community > Service Indicators > Person > Manage Service Indicators

1. Assign the "RDC" Deceased Service Indicator.
 - [9.2 Entering Service Indicator Data](#)
 - [9.2 Viewing and Entering Service Indicator Data \(Fluid\)](#)
 - [9.2 Viewing Service Indicator Information](#)

Records **Add Service Indicator** New Window | Help | Person

Manage Service Indicators

Display Effect **All** Institution **Tacoma CC** Refresh

+ Add Service Indicator

Service Indicator Summary

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date
RDC	Deceased	Deceased	WA220				05/07/2021

+ Add Service Indicator

- Once the Service Indicator is applied, "DECEASED" will display on PeopleSoft pages (e.g., Add/Update a Person, Student Program/ Plan, Student Services Center).

Student Homepage **Add/Update a Person**

Biographical Details | Addresses | Regional | Personal

2013 **DECEASED** Names

Person Information

Date of Birth 10/15/1970 Birth Information Campus ID

Biographical History Find | View All First 1 of 1 Last

*Effective Date 10/17/2019
 *Marital Status Unknown As of 10/17/2019
 *Sex Female [Legal Definition of Sex](#)

National ID Personalize | Find | First 1 of 1 Last

*Country USA *National ID Type Social Security Number National ID XXX-XX-XXXX Primary

Contact Information

Addresses Find | View All First 1 of 2 Last

Address Type Home Addresses
 Effective Date 10/17/2019
 Status Active
 Country USA
 Address

Phone

*Type *Phone Ext Country Preferred

Email

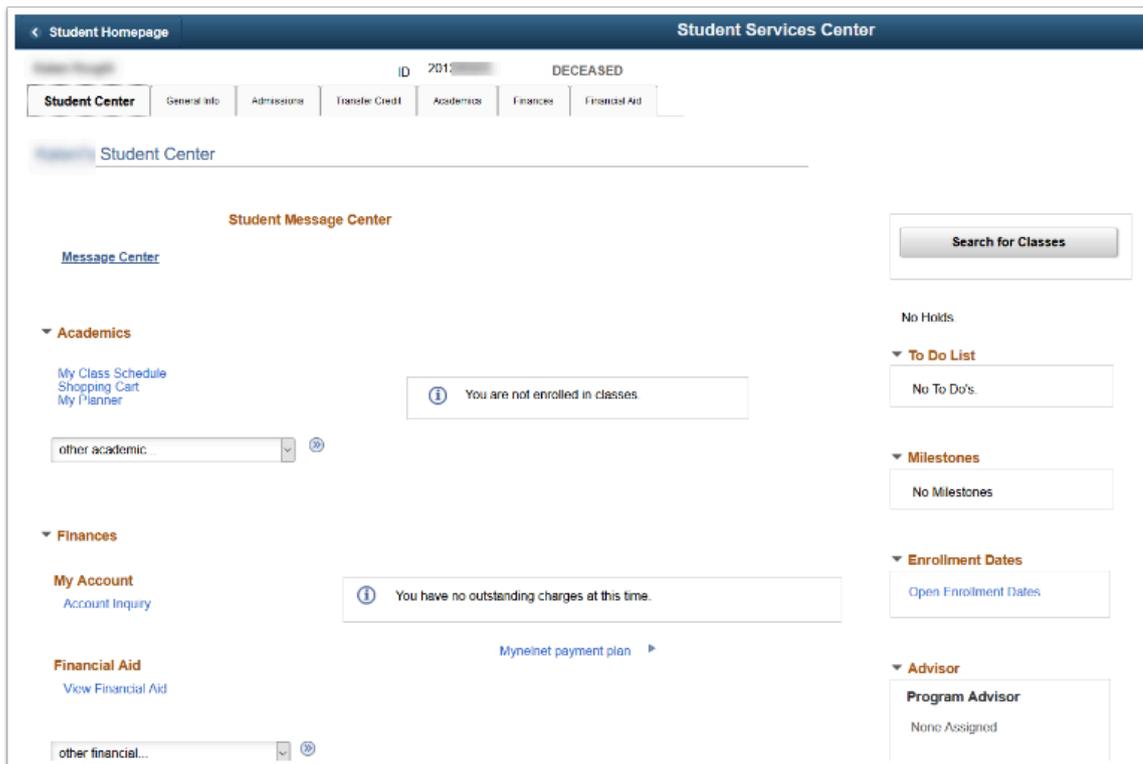
*Email Type *Email Address Preferred

Home noreply@sbctc.edu

Save Return to Search Notify Refresh

Visa/Permit Data Citizenship
 Add Update/Display Include History Correct History

Biographical Details | Addresses | Regional | Personal



Step 2 - Update Student Program/ Plan

! You must have at least one of these local college managed security roles:

- ZC SR Student Program
- ZD SR Student Program
- ZZ SR Student Program
- ZZ Student Program Limited

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

i Updating a deceased student's program/ plan with a "**DISC**" Program Action and "**DEAT**" Action Reason will set the Status to "**Deceased**." The **Status** will report to the National Student Clearinghouse (NSC).

Navigation: NavBar > Navigator > Records and Enrollment > Career and Program Information > Student Program/Plan

1. The **Student Program/Plan** search page displays.

2. Enter the **ID** of the deceased student.
3. Select **Search**.
4. A student may return multiple program rows in the Search.

Student Program/Plan

Find an Existing Value Add a New Value

▼ Search Criteria

Empl ID begins with 2013

Academic Career = Undergraduate

Student Career Nbr =

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

5. The **Student Program** tab displays.
6. **Add a New Row [+]** icon at the top right of the page.

Student Program/Plan

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Kalani Rought 201386905 DECEASED

Academic Career Undergraduate Career Requirement Term Student Career Nbr 0

Student Details 1 of 2 View All

Status Active in Program

*Effective Date 10/18/2019 Effective Sequence 2

*Program Action MATR Matriculation Action Date 10/18/2019

Action Reason

*Academic Institution WA220 Tacoma CC

*Academic Program ACADM Academic Joint Program Approval

*Admit Term 2201 2020 WINTR

Requirement Term 2201 2020 WINTR

Expected Graduation Term

Admissions

From Application

Application Nbr 00132131

7. Select the Program Action "**DISC.**"
8. Select the Action Reason "**DEAT.**"

9. Select **Save**.

The screenshot shows the 'Student Program/Plan' interface. The 'Status' is 'Deceased'. The '*Effective Date' is 05/07/2021. The '*Program Action' is 'DISC' (Discontinuation) and the 'Action Reason' is 'DEAT' (Death). The '*Academic Institution' is 'WA220' (Tacoma CC) and the '*Academic Program' is 'ACADM' (Academic). The '*Admit Term' and 'Requirement Term' are both '2201' (2020 WINTR). The 'Expected Graduation Term' is empty. The 'Last Updated On' is 05/08/2021 12:00:01AM by CTC_TMARTIN. The 'Effective Sequence' is 1 and the 'Action Date' is 05/07/2021. The 'Admissions' section shows 'From Application' with 'Application Nbr' 00132131 and 'Application Program Nbr' 0. The '*Campus' is 'MAIN' (Main) and the '*Academic Load' is 'Full-Time'. The 'Save' button is highlighted in red.

10. Status = **Deceased**.

11. Repeat the process for each Student Career Nbr as needed.

12. Process complete.

Step 3 - Update Deceased Student's Mailing and Electronic Address

! You must have at least one of these local college managed security roles:

- ZC CC Personal Information
- ZD CC Personal Information
- ZZ CC Pers Info NID Update
- ZZ CC Personal Information

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

i Depending on your college's business process, you can update the student's mailing and electronic address to your college's address and email to ensure no communication is sent to the student.

Update Deceased Student's Mailing Address

Navigation: NavBar > Navigator > Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses

1. The **Addresses** search page displays.
2. Enter **ID** of deceased student.
3. Select **Search**.

Addresses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID begins with ▼ 2013{

Campus ID begins with ▼

National ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

4. Under the **Add Address** section, select the **Edit Address** link.

Student Program Addresses

Addresses

2013 DECEASED

Current Addresses

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/V
Home	Silverdale, WA 98383 Kitsap	10/17/2019	Active	Kalani Rought	10/17/2019 1:04:41PM	Edit/V

Add Address

Effective Date: 05/08/2021 Status: Active

Country: USA United States

Address: Edit Address [Address Linkage](#)

Add Address Types

<input type="checkbox"/>	*	Home
<input type="checkbox"/>		Mailing
<input type="checkbox"/>		Business
<input type="checkbox"/>		Check
<input type="checkbox"/>		Billing
<input type="checkbox"/>		Other 2
<input type="checkbox"/>		Temporary

5. Enter your college's address.
6. Select **OK**.

Student Program Addresses

Edit Address

Country: United States [Change Country](#)

Address 1: 1300 Quince Street SE

Address 2:

Address 3:

City: Olympia

State: WA Washington

Postal: 98504

County: Thurston

[Clear](#)

7. In the **Add Address Types** section, select **Mailing**.
8. Select **Submit**.

Addresses

Add Address

Effective Date: 05/08/2021 Status: Active

Country: USA United States

Address: 1300 Quince Street SE
Olympia, WA 98504
Thurston

Buttons: Submit, Reset

Add Address Types

<input type="checkbox"/>	*	Home
<input checked="" type="checkbox"/>		Mailing
<input type="checkbox"/>		Business
<input type="checkbox"/>		Check
<input type="checkbox"/>		Billing
<input type="checkbox"/>		Other 2
<input type="checkbox"/>		Temporary
<input type="checkbox"/>		Permanent
<input type="checkbox"/>		Preferred
<input type="checkbox"/>		Primary

* Active address exists
[Explain](#)

Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History

9. Verify Mailing address was updated.

Addresses New Wi

2013 DECEASED

Current Addresses

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	Boulevard Silverdale, WA 98383 Kitsap	10/17/2019	Active	Kalani Rought	10/17/2019 1:04:41PM	Edit/View Address Detail
Mailing	1300 Quince Street SE Olympia, WA 98504 Thurston	05/08/2021	Active			Edit/View Address Detail

Add Address

Effective Date: 05/08/2021 Status: Active

Country: USA United States

Address: 1300 Quince Street SE
Olympia, WA 98504
Thurston

Buttons: Submit, Reset

Add Address Types

<input type="checkbox"/>	*	Home	
<input checked="" type="checkbox"/>	*	Mailing	✓
<input type="checkbox"/>		Business	
<input type="checkbox"/>		Check	
<input type="checkbox"/>		Billing	

10. Select **Save**.

< Addresses
Addresses

Add Address

Effective Date: Calendar icon Status: Dropdown arrow

Country: Search icon United States

Address: [Edit Address](#) [Address Linkage](#)

Add Address Types

<input type="checkbox"/>	*	Home
<input type="checkbox"/>	*	Mailing
<input type="checkbox"/>		Business
<input type="checkbox"/>		Check
<input type="checkbox"/>		Billing
<input type="checkbox"/>		Other 2
<input type="checkbox"/>		Temporary
<input type="checkbox"/>		Permanent
<input type="checkbox"/>		Preferred
<input type="checkbox"/>		Primary

* Active address exists
[Explain](#)

11. Process complete.

Update Deceased Student's Email Address

! You must have at least one of these local college managed security roles:

- ZC CC Personal Information
- ZD CC Personal Information
- ZD CC Super user
- ZZ CC Pers Info NID Update
- ZZ CC Personal Information

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Campus Community > Personal Information > Biographical > Addresses/Phones > Electronic Addresses

1. The **Electronic Addresses** search page displays.
2. Enter the **ID** of the deceased student.
3. Select **Search**.

[← Service Indicator Summary](#) **Electronic Addresses**

Electronic Addresses

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID

Campus ID

National ID

Last Name

First Name

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. The **Electronic Addresses** page displays.
5. Enter **Email Type**.
6. Enter your college's **Email Address**.
7. Check **Preferred** for the primary of several email addresses for the student or
8. Select the **Delete a Row [-]** icon to delete additional email addresses.
9. Select **Save**.

< Service Indicator Summary
Electronic Addresses

Electronic Addresses

2013 DECEASED

Email Information

*Email Type	*Email Address	Preferred	
Home	noreply@sbctc.edu	<input checked="" type="checkbox"/>	-
<input type="button" value="Add"/>			

URL Information

*Type	*URL Address	
		-
<input type="button" value="Add"/>		

10. Process complete.

Step 4 - Enter Decedent Data

! You must have at least one of these local college managed security roles:

- ZC CC Personal Information
- ZD CC Personal Information
- ZD CC Super user
- ZZ CC Pers Info NID Update
- ZZ CC Personal Information

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

i When entering **Decedent Data**, you only need to enter the **Date of Death** if you do not have other information.

Navigation: NavBar > Navigator > Campus Community > Personal Information > Biographical > Personal Attributes > Decedent Data

1. Enter the **Decedent Data**.
 - [9.2 Entering Decedent Data](#)

[← Service Indicator Codes](#) **Decedent Data**

Decedent Data

Kalani Rought 201386905 DECEASED

Date of Death 

Place of Death

Death Certificate Number

2. Process complete.