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## ADLC Procedures Manual AP 40-1

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### ADLC Deceased Students – Process

Whoever first receives confirmation of a student's death advises the Administrative Assistant to the Superintendent, or designated back-up. The Administrative Assistant carries out the following steps:

1. Immediately e-mails information, including name and student ID, to all ADLC staff and Markers, with cc to [registrations@adlc.ca](mailto:registrations@adlc.ca) . Mark e-mail urgent.
2. For students with active enrolments, ensure letter of condolence to family is sent by ADLC Assistant Superintendent and the appropriate principal. Administrative Assistant obtains student address information from SIS.

**Registration staff** will update SIS and PASI-prep, in the following order:

#### **SIS**

1. Updates student email address to be [incorrect@adlc.ca](mailto:incorrect@adlc.ca)
2. Drop all courses
3. Change student status to Deceased in SIS – Student – Main Information – Edit Information
4. Check PASI for the Deceased Date. If available, enter into SIS. If not available, and we know the Deceased Date, enter both into SIS & PASI.
5. Enter note in SIS - Basic Information, "(Student Name) Deceased".

#### **PASI-PREP**

- Enter date of death in the "Deceased" tab.

**STUDENT RECORD (CUME File)** – Vista Virtual Full-time Students Only

- Mark "Deceased" on student record, and send record to Pembina Hills regional office for filing in archives.