Overview

This process will define how to record decedent data on a student’s record.

- A copy of the death certificate should be submitted to the Registrar’s office. If a copy of the death certificate is unavailable, a copy of the obituary is sufficient.
- Be sure to verify the student’s name, ID, date of birth, school and last campus attended.
- When decedent data is entered into SIS, no record of death is automatically added to the transcript.
- A business practice has been established to add transcript text to reflect closure of the record due to death.

Steps

Maintaining Decedent Data

1. Navigate to: Campus Community > Personal Information (Student) > Biographical (Student) > Personal Attributes > Decedent Data.

2. Enter the student’s ID and click [Search].
   If your search returns multiple Search Results, select the appropriate student from the list and click on the link to display the Decedent Data page.

   ![Decedent Data Form]

3. Enter the student’s Date of Death from the death certificate or obituary or use [ ] to select it from the calendar.

4. Enter the student’s Place of Death (city, county, state or country) from the death certificate or obituary.

5. Enter the Death Certificate Nbr (Number) from the official certificate of death, if available.

6. Click [Save] to save your changes.
Adding Transcript Text

When decedent data is entered into SIS, a record of death is not automatically recorded on the transcript. You will need to add transcript text to reflect closure of the record due to death.

**NOTE:** The campus that receives notification of the death should update the decedent information and add the Transcript Text to the student’s careers on their campus. If the student was enrolled in a different career at another campus, that campus Registrar should be notified immediately that the record has been closed due to death so s/he too can add Transcript Text to the career for that student on his/her campus. For example, if the student was an UGRD at Bloomington and a GRAD at IUPUI, both campuses will need to add text for the career the student attended at each campus.

1. Navigate to: Records and Enrollment > Transcripts > Transcript Text.
2. Enter the student’s ID and click Search.
   If your search returns multiple Search Results, select the result with the first career.

Do not enter the Transcript Text in the Transcript Report section. This section is for XML Transcripts (which are not used at IU) and any notes added here will not print on the transcript.
Student Records
Decedent Data & Transcript Text

**NOTE:** Do not enter text into the Transcript Report section. This section is for XML Transcripts (which are not used at IU) and any notes added here will **not** print on the transcript. Instead, enter the notes into the Transcript Report COBOL section. The notes/text will then print on the transcript.

**NOTE:** Transcript Text is grouped by career so there is no need to check each student career number separately. You only need to check each individual career.

3. If text exists for the selected career the first entry will be displayed. Verify where the existing text is set to print. If it is set to print at the Relative Position: Before and Print Location: Student Personal Data, click the first + to the right of Transcript Type to insert a new (blank) row. If the existing text is set to print in a different location, click + to the right of Print Location to begin entering your decedent data transcript text. If no text exists for the selected career you can begin entering the new transcript text information.

4. The Name field (unlabeled) displays the student's name. The student's University ID Number is displayed in the ID field. The Academic Career displays the code and abbreviated description for this academic career.

5. Enter the Print Loc Seq (Print Location Sequence) to identify the order in which notes appear within a print location. The default is “1” and each additional row increments by one.

6. Select the Relative Position of the note within the chosen print location. Select “Before” when entering death notations. This will cause the transcript text to appear immediately before the specified print location.
   - **After:** Select this value if you want the transcript text to appear immediately after the specified print location sequence.
   - **Before:** Select this value if you want the transcript text to appear immediately before the specified print location sequence. Select “Before” when entering death notations.

7. Enter the Print Location of the text. When entering a death notation this field should be set to “Student Personal Data”. The system uses this value in conjunction with the Relative Position value to determine where to print the transcript text. If the Transcript Type or Transcript Level that you specify is associated with a transcript type that has the Print Location set to “Do Not Display”, then the transcript text does not appear on the transcript. The transcript type setup is the overriding rule. When entering a death notation this field should be set to “Student Personal Data”.

8. Enter the Institution for which you want to create the transcript text. The Institution value determines which transcript types are available in the Transcript Type field.

9. Enter Additional Information. Some fields are only displayed in certain circumstances. Based on the Print Location you select, the system prompts you for additional information. For instance, if you select a print location of “Transfer Credit – Courses”, the Model Number field appears. If you select a print location of “Milestones”, the Milestone Number field appears, and so on. If the Term field appears, text must be loaded to a term the student was enrolled in at the institution selected.

10. The system populates the Text Sequence Nbr (number) to “1” for the first entry. You can insert text rows and increase the text sequence number. The sequence number determines the order of printing on the student's transcript before or after a print location.

11. Select either a Transcript Level or a Transcript Type, but **not** both. Select a Transcript Level to determine the types of transcripts on which the system will include this transcript text. When
entering a death notation this field should be set to “Official”.

Depending on the Transcript Level you select, the system prints the transcript text on transcript types set to the same level, and all other greater numbered transcript types on the translate table. For example, if you select “Official” for your Transcript Level (which has a level value of 20 on the translate table), the system prints the transcript text on all transcript types that have transcript levels of 20 to 80. However, if you select “Stdnt Life” for your transcript level (which has a level value of 60 on the translate table), the system prints the transcript text only on those transcript types where the transcript level is set to “Stdnt Life” or “Degr Prog” (degree progress), levels 60 – 80. The only exception to this rule is “Not Print”. If you select “Not Print”, the transcript text never prints.

12. Select either a Transcript Level or a Transcript Type, but not both. Enter a Transcript Type if you want the text to appear only on the type you specify.

13. Enter your free-form text in the Transcript Text field. This text appears on the student's transcript. When entering a death notation this field should contain the following text “…..RECORD CLOSED BY DEATH MM/DD/YYYY…..”. This field should include five (5) leading dots/periods, MM/DD/YYYY format used to enter the date of death and/or the date the record was closed, and then five (5) ending dots/periods. This format is important for the display on the transcript.

For Death notations, select “Before” in the Relative Position field and “Student Personal Data” in the Print Location field.
14. Click **Save**.

15. If this student was enrolled in other careers at this institution, this notation must be loaded for each career. Click **Return to Search** to select the next career and repeat steps 3 to 14.