

- K. Only one claim form is necessary per injury. Supplemental bills can be forwarded directly to the school's accident insurance company. Retain a copy of same for your files.

Sports/Band Injuries

THE FOLLOWING INFORMATION MUST BE GIVEN TO THE INSURANCE COMPANY TO PROCESS A CLAIM:

- A. Name, birthdate, social security number, and grade of student.
- B. Name of school, school address, and school district.
- C. The name and address of the parent or guardian.
- D. Date of accident, time and nature of injury.
- E. Complete details of the accident. This must include time situation and results.
- F. Names and addresses of attending physicians.
- G. Signature of the school official.
- H. Signature of the parent or guardian.
- I. A complete physician's or dentist's report including physician's signature, name, address, and date.
- J. Claim form must be completed and signed by parent/guardian.
- K. Authorization to release medical information must be signed and dated by parent/guardian.
- L. Authorization to pay benefits directly to provider.

For example: - "John hurt leg while playing baseball."

The example does not include cause or result. (Cause - tripped, pushed, fell, etc. and Result - cut leg, required stitches, possible sprain, etc.)

Accident details must include: TIME, CAUSE AND RESULTS!

Locker/Desk Theft Insurance

The school district insurance adjustor has made a policy statement regarding the school's liability in the case of locker/ desk theft. Items left in lockers/desks are not in the "care, custody or control" of the school and therefore, are not a covered loss. **Students are advised not to keep items of value in their lockers/desks.**

ADULT EDUCATION

From time to time, the district offers various adult education courses including but not limited to typing, utilization of computers, woodworking, etc. Parents should watch for notices in the District Newsletter and/or the Daily News or Broad Top Bulletin so that they may be aware of course offerings.