

June 22, 2009

Dear Parents:

The school provides a student accident policy for school related activities. This policy is secondary to your primary health insurance. In the event of an accident, it is imperative that the school's athletic trainer, Mr. Brian Tuten, be notified with 48 hours. He will provide you with an accident claim form. This form must be completed by a parent and submitted to our insurance carrier, (instructions and a toll free 800 number are on the form). This procedure must be followed before any claims can be processed.

There is a time limit by our insurance carrier for notification of an accident, therefore it is important that a claim form be completed whenever any accident occurs during a school related activity.

If you have any questions, please call the Business Office at 644-7005.

Sincerely,

Dorothy DeHaven
Business Manager