

---

**STUDENT INSURANCE PROCEDURES (RSK-P102)**  
Sacramento City Unified School District

---

**1.0 SCOPE:**

- 1.1 The process of providing a program for Student Insurance.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Office Tech III

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Risk Management Director

**4.0 DEFINITIONS:**

- 4.1 Student Insurance – Name of Company providing insurance coverage program.

**5.0 PROCEDURE:**

- 5.1 Procedure is prepared near the end of school year and information distributed in time for first day of next coming school year.
- 5.2 Update Parent Letter and forward to Superintendent for signature.
- 5.3 Student Insurance provides Risk Management with packet containing two forms that must be filled out and returned with District letter confirming our program renewal with forms.
- 5.4 Information is gathered for forms such as estimated attendance for each school site, first and last school year dates provided. Summer football practice dates and first game date. Supply quantities requests and additional coverage payment requisition processed.
- 5.5 Memo prepped for schools notification of procedures
- 5.6 Distribution of insurance pamphlets to school sites
- 5.7 Update and distribute Sports Participation Forms to school sites
- 5.8 Update, print and distribute Memos, Bulletins and Parent Letters to Sites
- 5.9 Memos, Bulletins, Parent letter can be found in Microsoft Word – Risk Management folder – Insurance file.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 None

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Setting up Insurance coverage program for Student Insurance availability	Documents updated and insurance renewal set with Student Insurance Company	Year to Year program renewal	N/A	Intranet and Internet accessible

---

STUDENT INSURANCE PROCEDURES (RSK-P102)  
Sacramento City Unified School District

---

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial release

**\*\*\* End of procedure \*\*\***