
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
- 5.4 Information is gathered for forms such as estimated attendance for each school site, first and last school year dates prov

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8.0 REVISION HISTORY:

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

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