

Parent/Guardian Filing A Claim

In order to initiate a claim with St. Lucie County School District, parent/s or guardian must submit documentation, in writing, detailing the incident for which they are pursuing reimbursement. Those details must include the following:

- WHO** was injured: Student's name
- WHAT** happened: Description of the incident and the resulting injury
- WHEN** did it happen: Date and time of the incident or accident
- WHERE** did it happen: Name of school
- WHY** is the District liable: Describe the actions of the District/District Staff or District
Owned property defect that they believe caused the injury

When submitting the written document, all copies of invoices for medical services should be included.

Be sure that the parent/s or guardians name, address and phone number is included.

All information should be presented to: **St. Lucie County School District**
ATTN: Risk Management
4204 Okeechobee Road
Fort Pierce, FL 34947

The document/s submitted by the parent will be forwarded to the Third Party Administrator who will, with the assistance of Risk Management, conduct an investigation of the incident or accident and notify the parent/s or guardian of the investigative findings.