

Visitor Filing a Claim

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

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

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

Be sure that the claimant's 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 claimant 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 claimant of the investigative findings.