

## PROCEDURE FOR REPAIR/REPLACEMENT USING THE INSTRUMENT PROTECTION & LOAN PLAN

- 1.) Complete Claim Report, collect the \$30.00 deductible for repair or the \$100.00 deductible for replacement, and a letter from the repair company stating if the instrument can be repaired or has to be replaced.
- 2.) Send **Original** copy of Claim Report with a copy of the cash receipt for the \$30.00 or \$100.00 to the Fine Arts Office for approval. If the damage warrants a Police Report, a copy of the report should be attached.
- 3.) Upon approval of the claim, you will either be emailed or called.
- 4.) When approved, repairs can be sent to vendor for repair, or in case of replacement, a description of the desired item(s) should be submitted to the Music Office for ordering.

REMINDER: Most of the above procedures can be found on the Claim Report.

All invoices must have TEACHER signature. Students or parents are NOT to pay for the repair or replacement, only the \$30.00 or \$100.00 deductible directly to the school and the school secretary will do the transfer of funds.

The teacher **ONLY** should deal with the instrument repair shop.

PASADENA INDEPENDENT SCHOOL DISTRICT  
PROTECTION FOR SCHOOL-OWNED MUSICAL INSTRUMENTS  
CLAIM REPORT

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date of Claim

\_\_\_\_\_  
Name of School

Instructions for filing a claim:

1. If an instrument is accidentally damaged, the student pays the \$30.00 deductible, in cash, through the music teacher to the Music Office. The music teacher then processes the instrument for repair.

2. If an instrument is stolen, a law enforcement agency must make a proper investigation. Submit \$100.00 in cash through the music teacher to the Music Office making certain to include the proper information regarding the police investigation.

\_\_\_\_\_  
Student's Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date of Loss

\_\_\_\_\_  
Type of Instrument

\_\_\_\_\_  
Brand name

\_\_\_\_\_  
Model #

\_\_\_\_\_  
Serial #

\_\_\_\_\_  
Name of investigating Law Enforcement Agency (if stolen)

\_\_\_\_\_  
Police Case #

In the space below please describe the accident or theft. Give time, place, what happened, and names and addresses of witnesses.

I certify that the information above is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Based upon my investigation of this incident I find this student is fully due the protection coverage afforded by the School District.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Source of repair/replacement

\_\_\_\_\_  
Office cash receipt #

\_\_\_\_\_  
Music Teacher

\_\_\_\_\_  
Director of Fine Arts

Original . . . Music Office  
Duplicate . . . Parent  
Triplicate . . . Teacher