

**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 for repair, or \$100.00 deductible for replacement in cash, to the music teacher. The music teacher then processes the instrument claim.

2. If an instrument is stolen, a law enforcement agency must make a proper investigation. Submit \$100.00 in cash to the music teacher 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