



6857 South Spruce Street Centennial, CO. 80112 • (303) 722-2600 • 800-332-3556 • FAX (303) 722-7888

Please use this form to ~ REPORT ALL CLAIMS OR POTENTIAL CLAIMS DO NOT use this form to ~ REPORT EMPLOYEE (on-the-job) INJURIES

Report to CSDSIP Immediately and Forward Supplemental Information Under a Separate Cover, If Necessary

GENERAL INFORMATION

MEMBER DATE COMPLETED
NAME OF CONTACT PERSON PHONE

INCIDENT INFORMATION SCHOOL ENTITY LIABILITY AUTO PROPERTY DAMAGE/LOSS (NON-VEHICLE)

DATE OF INCIDENT TIME AM / PM
LOCATION CLASS PLAYGROUND GYM LABORATORY SHOP OFF-PREMISES OTHER

SCHOOL NAME
INCIDENT LOCATION
DESCRIPTION OF INCIDENT OR ACCIDENT

WITNESS(ES) PHONE
IDENTIFY AGENCY CALLED TO SCENE (police, fire, etc.) REPORT #

INJURIES (complete separate form for each injured individual) NONE STUDENT EMPLOYEE OTHER
NAME GENDER AGE GRADE

ADDRESS HOME PHONE
NAME OF PARENT/GUARDIAN (if applicable) WORK PHONE

PART OF BODY INJURED TYPE OF INJURY (e.g., cut, burn)
EXTENT OF INJURY (e.g., minor, severe) # OF SCHOOL DAYS LOST

NAME OF PERSON IN CHARGE AT TIME OF ACCIDENT
TITLE PHONE PRESENT AT SCENE? YES NO

ACTION TAKEN/BY WHOM/WHEN
SENT TO SCHOOL NURSE SENT HOME 911 CALLED SENT TO HOSPITAL/DR IF STUDENT, ACCIDENT INSURANCE? YES NO

NON-VEHICLE PROPERTY DAMAGE/LOSS

PROPERTY DESCRIPTION/DAMAGE SER # EST. LOSS \$
OWNER DISTRICT EMPLOYEE YES NO
ADDRESS PHONE: HOME WORK

VEHICLE PROPERTY DAMAGE/LOSS CITATION/VIOLATION MEMBER'S DRIVER OTHER DRIVER

DAMAGE TO MEMBER'S VEHICLE (ATTACH STATE ACCIDENT REPORT IF AVAILABLE)
MEMBER'S VEHICLE YR MAKE MODEL LICENSE # VIN #
NAME OF DRIVER OF MEMBER'S VEHICLE PHONE HOME WORK
DESCRIBE DAMAGE TO MEMBER'S VEHICLE EST LOSS \$

DAMAGE TO OTHER VEHICLE (ATTACH STATE ACCIDENT REPORT IF AVAILABLE)
OTHER VEHICLE YR MAKE MODEL LICENSE # VIN #
DRIVER/ADDRESS PHONE HOME WORK
OWNER (IF NOT OWNER)/ADDRESS PHONE HOME WORK
DESCRIBE DAMAGE TO OTHER VEHICLE EST LOSS \$
OTHER VEHICLE INSURANCE CO. POLICY #
INSURANCE AGENT/ADDRESS PHONE

REPORTED BY: DATE:

Please Email (claims@csdsip.net) or Fax (303.722.7888) your completed Incident Report