

# SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

## MEMORANDUM

DATE: July 2009

TO: All Principals

FROM: L.P. Jones, Executive Administrator of Athletics

SUBJECT: Voluntary Student Accident Insurance

Attached to this e-mail are the English and Spanish explanations of a Voluntary Student Accident Insurance program that we are providing as a service for our students. If possible please include a copy of these explanations in student information folders being sent home with each student at the beginning of school.

Voluntary Student Accident Insurance applications for the 2009– 2010 school year should be arriving on your campus soon. Fifty (50) applications/brochures will be sent to all schools by the insurance company. The applications should be given to students whose parents request them. The athletic office will have extras if they are needed by your campus.

This policy is an open enrollment one. A current student may enroll **anytime** during the school year or an entering student during the school year may enroll. Please make sure this is understood by the appropriate personnel so students may be given this opportunity.

Claim forms will be mailed to each campus. We would suggest the applications and claim forms for the voluntary accident insurance be kept in the nurse's office. **NOTE:** a separate policy covers athletes in grades 7-12 during athletic activity. Claim forms for this coverage are to be in the CAD/CAC or trainers office.