

School Site/Department: \_\_\_\_\_

Address: \_\_\_\_\_

1. Claims for death, injury to person or to personal property must be filed not later than six (6) months after the occurrence (Gov. Code Sec. 911.2).
2. Claims for damages to real property or breach of contract must be filed not later than one(1) year after the occurrence (Gov. Code Sec. 911.2).

Name of Claimant: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**When** did the damage or injury occur? \_\_\_\_\_

**Where** did the damage or injury occur? \_\_\_\_\_

**How** and under what circumstances did the damage or injury occur? \_\_\_\_\_

What particular action by the District or its employees caused the alleged damage or injury?  
(include names of employees, if known) \_\_\_\_\_

What sum do you claim? Include the estimated amount of any prospective loss insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed and attach estimates or bills, if possible. (If the amount claimed exceeds \$10,000, no dollar amount shall be stated.)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Amount Claimed: \$ \_\_\_\_\_

If the total amount claimed exceeds \$10,000, is this a Limited Civil Case? \_\_\_\_\_

Please provide names of witnesses, doctors and hospitals: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Claimant

**NOTICE:** Section 72 of the California Penal Code provides: "Every person who, with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment."