

Instructions for the Student Injury Report and for the Accident Claim Form

For all injuries: The Adrian Public Schools Student Injury Report should be completed and sent to the Administrative Assistant at your school, who will send a copy to Pam Bauder at the APS Business Office.

For injuries that may result in medical expense: The School Official who has knowledge of the injury should fill out the “School/Administrator/Official/Policyholder to Complete” portion of the First Agency Accident Claim Form, (at the bottom of the form), sign and date the form, and indicate his or her title. Then the Accident Claim form should be given to the Administrative Assistant at your school. The Administrative Assistant should give the form to the parent or guardian for completion and submission to First Agency Inc.