

Memo

To: School Principals
From: Bill McKinney, Risk Manager
CC: Cindy Powell, Associate Superintendent/Finance
Date: July 27, 2010
Re: Voluntary Student Accident Insurance

Schools will soon be receiving copies of the application for Voluntary Student Accident Insurance for the 2010–2011 school year. To reduce printing costs this year, we are providing only 50 applications for each school. Please hold those applications for parents who come to the school requesting hard copies. Copies are also available through the Risk Management Office. The parent letter we are sending home with each student explains how enrollment can be accomplished electronically, and we hope this will become the preferred method of procurement.

You should also be receiving a cover letter to the parents of your students, explaining the process for purchasing this insurance. A copy of the letter is to be sent home with each student. The letters have been printed on opposite sides in English and Spanish. We are translating the letter for Vietnamese-speaking parents. If you receive a request for the Vietnamese version, please contact the Risk Management Office for assistance.

In the event that you require additional copies of either the letter or application, please contact the Risk Management Office, at 77649. Questions about completing the application or coverage under the policy should be referred to Mr. Ray Schramm, Texas School Insurance, P.O. Box 781227, San Antonio, Texas 78278, or call 210–492–7732.

We appreciate your assistance in the distribution of these letters to each of your students.