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**STUDENT INSURANCE PROCEDURES (RSK-P102)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

1.1 The process of pr

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**4.0 DEFINITIONS:**

4.1 Student Insurance – Name of Company providing insurance coverage program.

**5.0 PROCEDURE:**

5.1 Procedure is prepared near the end of school year and information distributed in time for first day of next coming school year.

5.2 Update Parent Letter and forward to Superintendent for signature.

5.3 Student Insurance provides Risk Management with

5.4 Information is gathered for forms such as estimated attendance for each school site, first and last school year dates prov

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial release

**\*\*\* End of procedure \*\*\***