



SCHOOL INCIDENT REPORT FORM FOR INSURANCE PURPOSES INSTRUCTIONS

When opening the C, simply open as "Read Only", amend as required, and then you can save to your computer. The completed reports can either be:

1. printed, signed and submitted by mail / fax, or
2. saved as a word document and e-mailed.
 - 2.1. A signature is not required as the attaching email verifies the form
3. The Administrative Procedure 315 Appendix A – MARSH School Incident Report Form for Insurance Purposes should not be handwritten.
4. In each instance, the completed report should be submitted to Marsh at one of the addresses shown on the top of the form and the Meadow Lake Division office, with a copy retained at the school.