



Every student by face and name.
Every school, every classroom.
To and through graduation.

ROCHESTER CITY SCHOOL DISTRICT
NOTICE OF CLAIM

NAME OF PERSON MAKING CLAIM. If claim is on behalf of a student, include student's full name, date of birth, and school currently attending. If claimant is represented by an attorney, include attorney name and contact information.

CLAIMANT'S ADDRESS, TELEPHONE NUMBER, and EMAIL.

DATE, TIME AND LOCATION OF INCIDENT/ACCIDENT. If incident occurred on the grounds of a school or other building, provide the name and address of the building.

EXPLAIN IN DETAIL, THE FACTS GIVING RISE TO THE CLAIM and THE BASIS FOR THE DISTRICT'S LIABILITY/RESPONSIBILITY/REASON THE DISTRICT SHOULD PAY. If extra space is needed, please attach a separate sheet.

EXPLAIN OR LIST ALL ITEM(S) LOST OR DAMAGED, ALL PAIN/INJURIES TO ALL BODY PARTS, and LIST ALL EXPENSES, COSTS, and DAMAGES OF ANY KIND BEING CLAIMED. Please also provide the following information: (1) if there is insurance on property lost/damaged, please list the insurer, policy number, and deductible amount; (2) if there is pain/injury, please indicate whether you have filed a claim for coverage through the District's **student accident insurance** policy. If not, explain why not, and list your health insurer and policy number; (3) all receipts, invoices and any other documents to support your claims of damages. If extra space is needed, please attach a separate sheet.

Sworn to before me this _____
____ day of _____, 20____

Signature of Claimant

Notary Public/Commissioner of Deeds

Your claim must be properly served within **90 DAYS** of the date of incident/accident. Failure to timely and properly serve a claim will result in the claim being rejected. Instructions for service of claims are on the following page.

Rochester City School District
Department of Law
131 West Broad Street
Rochester, New York 14614
Telephone: (585) 262-8412

Claims must comply with General Municipal Law §50-e & Education Law § 3813(1)

Instructions for Filing a Claim Against the Rochester City School District

In order to make a claim against the Rochester City School District, you must, within **NINETY (90) DAYS** of the date of occurrence of the incident/accident, do the following:

A. Complete the Notice of Claim Form on the first page, or submit a formal notice of claim containing all of the required claim information pursuant to General Municipal Law § 50-e and Education Law § 3813, or write a letter to the Rochester City School District containing all of the required statutory claim information.

B. **You must sign the notice of claim in front of a Notary Public or Commissioner of Deeds, who must then sign the claim.** If you are drafting your own notice of claim document, you must include the following words: “Sworn to before me this ___ day of _____, (year)” and have your signature on the claim notarized by a Notary Public or Commissioner of Deeds.

C. Your notice of claim can be served in one of the following four ways:

- (1) Hand-delivered **in person** to Rochester City School District’s Department of Law, 131 West Broad Street, 2nd Floor, Rochester, New York, 14614;
- (2) Sent by United States Postal Service **Certified Mail** to the Rochester City School District Department of Law, at the address above;
- (3) Personally served on the New York State Secretary of State as agent of the Rochester City School District, together with the statutory fee, as described in GML § 50-e(3)(f).
See https://www.dos.ny.gov/corps/notice_of_claim.html
- (4) If you prefer, you may instead hand-deliver your notice of claim or send your notice of claim by certified mail to the Clerk of the Board of Education, a member of the Board of Education or the District’s Superintendent of Schools.

These requirements are pursuant to General Municipal Law §50-e, Civil Practice Law and Rules §311(7) and Education Law §§2, 3813(1).

A claimant’s failure to timely and properly serve a valid Notice of Claim within 90 DAYS of the date of incident/accident will result in the claim being rejected by the Rochester City School District.