



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

### NOTICE OF CLAIM - Student Property

NAME OF PERSON MAKING CLAIM:		EMAIL ADDRESS:	
MAILING ADDRESS:		TELEPHONE NUMBER:	
STUDENT'S NAME:		STUDENT'S DATE OF BIRTH:	
DATE OF INCIDENT:		TIME (approximate):	
LOCATION – SCHOOL NAME/BUILDING/ROOM NUMBER (be specific):			
EXPLAIN <u>IN DETAIL</u> WHAT HAPPENED. (If extra space is needed, attach a separate sheet with more information.)			
DEVICE (cellphone, etc.):		BRAND NAME/MODEL NUMBER:	
PURCHASE PRICE \$ _____		DATE PURCHASED:	
DO YOU HAVE THE RECEIPT? _____ (Please provide a copy, if available.)		DO YOU HAVE A WRITTEN ESTIMATE TO REPLACE THE ITEM? _____	
DO YOU HAVE INSURANCE ON THE ITEM?		DEDUCTIBLE AMOUNT: \$ _____	

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, 2<sup>nd</sup> 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](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.**