



CHICAGO PUBLIC SCHOOLS
Department of Finance - Risk Management
42 W. Madison St, Chicago, Illinois 60602
Telephone 773-553-3310

Date:

Name
Street Address
City, State, Zip Code

Person Name:

School:

Date of Incident:

Incident Number:

Dear Parent/Guardian:

This will confirm that we have received a report of the above incident. Incident reports are internal documents which we do not share due to privacy issues.

If your child does not have private health insurance to cover medical expenses resulting from this incident, he or she may be eligible for Illinois' free or low cost health insurance. If you would like more information or would like to apply, please call the Office of Student Health & Wellness at 773-553-KIDS (5437). The Children and Family Benefits Unit Coordinators are available to assist over the phone or in person at one of their school based locations.

If you wish to submit a bodily injury liability claim for consideration, please send a copy of this letter along with any supporting documentation to the Board's claim administrator at:

Cannon Cochran Management Services, Inc. (CCMSI)
550 West Van Buren Street, 12th Floor
Chicago, IL 60607
Main: 312-455-1612
Fax: 312-455-1659

Each claim submitted for consideration for payment will be individually evaluated. CPS reserves the right to deny any claim.

Sincerely,

Risk Management

Educate, Inspire, Transform