



General Claim Form

- 1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Governing Board not later than six months after the accrual of the cause of action.
2. Claims for money or damages as authorized in Government Code 905 and not included in item #1 above, including claims for damages to real property or claims for unpaid wages, shall be presented not later than one year after the accrual of the cause of action.
3. A claim, any amendment thereto, or an application to the District for leave to present a late claim shall be presented by personal delivery or mail to:

SFUSD Legal Office, 555 Franklin St., San Francisco, CA 94102

Name of Claimant Address Phone Age

WHEN did the damage or injury occur?

WHERE did the damage or injury occur?

HOW and under what circumstances did the damage occur?

WHAT particular action by the District or its employees caused the alleged damage or injury? Include names of employees if known.

WHAT sum do you claim? Include the estimated amount of any prospective loss insofar as it may be known at the presentation of this claim, together with the basis of computation of the amount claimed. Attach estimates or bills if available.

\$

\$

TOTAL AMOUNT CLAIMED \$

NAMES and addresses of witnesses, Doctors, and Hospitals:

Date

Signature of Claimant

Notice: Section 72 of the California Penal Code provides: "Every person who, with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or prison."

Attach additional pages for any additional information necessary