

# Scotch Plains-Fanwood Public Schools

512 Cedar Street  
Scotch Plains, NJ 07076

Christopher Jones  
Business Administrator/  
Board Secretary

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Dear Parent:

I wish to inform you that the Scotch Plains-Fanwood Board of Education annually purchases excess student accident insurance for all students. The insurance covers losses due to injury while the students are:

- Attending school during regular hours and on the days when school is in regular session.
- Traveling directly and uninterruptedly to/from the student's residence and the school for regular school session for such travel time as is required. The time of travel cannot exceed one hour before regular school classes begin, or more than one hour after regular school classes are dismissed.
- Participating in or attending an activity exclusively organized, sponsored and supervised by the Policy Holder. This includes group travel directly and uninterruptedly to and from the activity.

As previously indicated, this insurance is excess insurance. Therefore, parents must first submit a claim to their own health insurance carrier. Then complete the student insurance claim form and attach itemized bills and copies of the Explanation of Benefits from your primary insurance company then mail it to the address on the form. It is extremely important that claims are filed in a timely manner, within 90 days from the date of the accident. Unreasonable delay in submitting claims could result in denied payment.

If you have any questions regarding this information, feel free to contact the school nurse or call the Business Office at (908) 232-6161, x-41301.

Sincerely,



Christopher Jones  
School Business Administrator/Board Secretary

CJ/jr  
Enc.: Student Voluntary Insurance Flyer