

CLAIM AGAINST THE GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

As required by Government Code Section 911.2, a claim must be filed with the District within six months from which the incident or event occurred. Be sure your claim is against the Grossmont-Cuyamaca Community College District, not another public entity or other school district. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to:

Risk Manager
Grossmont-Cuyamaca Community College District
8800 Grossmont College Drive
El Cajon, California 92020

1.	Name of Claimant:
	Mailing Address:
	Telephone: (Home) (Business)
2.	All correspondence, information and notice concerning this claim should be sent to:
3.	Date, place and time of the occurrence or transaction which gave rise to the claim asserted: (a) Date: (b) Time: (c) Place:
4.	Specify the particular act or omission your claim caused the injury/damage:
5.	Full description of the circumstances involved in the act (attach additional pages if necessary). Include names and positions of district employees if known:

6.	Specify why/how you think the _____ College District is at fault:
7.	Damage description (attach supporting bills, estimates, etc.): Amount claimed to date: \$ _____ Estimated amount future costs: \$ _____
8.	Witnesses to the event:
9.	Description of bodily injury (if any); if property damage, specify location, description; if auto, specify year, make, model, license:
10.	Location of the damaged property:

Warning: It is a criminal offense to file a false claim. (Penal Code Section 72)

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters I believe the same to be true. I declare under penalty of perjury that the forgoing is true and correct.

Dated: _____ By: _____
 (Claimant's Signature)

 (Print Name)

 (Parent, Owner, Claimant, Other)