



AP 3810

CLAIMS AGAINST THE DISTRICT

References:

Education Code Section 72502;

Government Code Sections 900 et seq. and 910 et seq.

A claim must be filed by mail or in person as prescribed by Government Code Section 911.2. Claims must be submitted to the Office of Risk Management using the designated Claim for Damages form prescribed by the Office of Risk Management. Claims not submitted on the designated claim form and to the Office of Risk Management will be returned. Any claim returned may be resubmitted to the Office of Risk Management using the proper form.

The Office of Risk Management shall present, at the earliest possible date, properly submitted claim(s) to the Board of Trustees for consideration.

Date Approved: September 8, 2014

Date Approved: May 23, 2018