



Notice of Injury to Non-School Personnel or Damage to Their Personal Property Occurring on School Property

Fiscal Services Division

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Reg. 200-12
Form #009-F02
June 2023

Clear Form

Claim No. _____ Date of report _____

Date of injury/damage _____ Time of injury/damage _____ AM PM

School / Facility _____ Phone number _____

Describe the incident causing injury/damage. Be specific/use additional sheets if necessary.

For injury to non-school personnel, provide the following information:

Name of injured person _____ Phone number _____

Address _____ Type of injury _____

Medical treatment rendered/by whom _____

If taken to hospital, how transported _____ Name of hospital _____

Injured person's doctor _____ Did person refuse medical treatment? Yes No

DESCRIPTION OF PERSONAL PROPERTY OF NON-SCHOOL PERSONNEL DAMAGED ON SCHOOL PROPERTY				
Use additional sheets if necessary				
Item Description	Model	Serial #	Damage	Replacement Cost
Total Costs				

Witnesses to injury/damage:

Name _____ Address _____ Phone Number _____

Name _____ Address _____ Phone Number _____

If applicable, provide the following information:

Name of police agency incident reported to _____ Date _____

Investigating officer's name/contact number _____

Report prepared by: _____
(Signature) (Title)

Distribution: (It is the responsibility of the originator to make the appropriate copies and distribute accordingly.)

- 1. Executive Director of Fiscal Services
- 2. Director of Maintenance and Operations
- 3. Instructional Director
- 4. Property Accountability Secretary
- 5. Coordinator of School Security
- 6. Originator