

**SISC**

Self-Insured Schools of California

Schools Helping Schools

PROPERTY LOSS NOTICE		TODAY'S DATE	
		DATE OF LOSS	
PROPERTY & LIABILITY PO BOX 1847 BAKERSFIELD, CA 93303 Tel: 661.636.4495 Fax: 661.636.4868 E-mail to: sisc_pl@siscschools.org			
MEMBER DISTRICT-Name & Address		CONTACT-Name, Title, & Phone Number	
LOSS DETAILS			
Location of Loss and Cause (Identify the address and location for the district property damaged.)			
Description of Loss & Damage (What happened?)			
Were the Police or Fire Department Contacted? YES NO			
Was there a Report? YES NO			
Additional Information			
Responsible Party (Who caused the damage?) Name, address, phone number, email address for responsible party:			
Reported By (Please print name, title, & phone number)		Reported To SISC II	

If you have any questions or concerns before submitting this property loss notice, please contact Property & Liability Secretary Pamela Cerda at 661-636-4495.

Once the form is complete, please email it along with any supporting documents to SISC_PL@siscschools.org, or fax to 661-636-4868.