



HOW TO REPORT A CATASTROPHIC CLAIM

\$25,000 Deductible

1. On school letterhead or school incident report form, email the following information to: sports@loomislapann.com
 - a) Name of injured party
 - b) Name, email address, phone number of injured party's parent or guardian
 - c) Date of accident/injury
 - d) WIAA Sanctioned Sport
 - e) Brief overview of accident or incident
2. Be sure to keep copies to verify you have reported the incident.
3. When Loomis & LaPann receive the above info, they will send out a claim form and filing instructions to the parents/guardian.
4. School Administration is required to sign the claim form verifying the injury occurred during a WIAA sanctioned sport.
5. Should parents/guardian have questions on how to file their claim, Loomis & LaPann will work with them and guide them through the claim process.

If you have any questions regarding coverage – please feel free to contact:

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