**Student/Accident Injury Report**

A user filing a Student/Accident Claim Report shall be directed to this on-line form.

(Student information)

(Fields denoted with an asterisk (*) mean that the field must have data entered in it.)

The second half of the form follows this page.
This form has three sections that have required fields to be filled:

1. **The “Student Information” section**: this is to be filled in with the student’s information. There are mandatory fields that MUST be filled in: failure to enter in all required fields will generate an error message when you submit the form. Fields required to be filled out in this section are:
   
   a. First Name  
   b. Last Name  
   c. Birthdate

   **TIP**: Use the dropdowns to enter the month, day and year - you may type in the first digit to jump closer to the selection in the dropdown (then select the entry). If you enter an invalid date, (e.g. February 31, 2002), you will get an “Invalid Date” error message when you submit the form.
d. Home Address – this is the street address of the claimant including apartment number if applicable.

e. City

f. State - please select the state from the drop-down menu.

g. Zip Code

h. Home Phone

TIP: You should enter the phone number in a way that is easily understood by most people. The system is forgiving so that you may enter a phone number, for example, as (808) 599-8888 x121 or as 599-8888 Ext. 121 or any combination of characters.

1. The “Parent Information” section: this is to be filled in with the student’s information. There are mandatory fields that MUST be filled in: failure to enter in all required fields will generate an error message when you submit the form. Fields required to be filled out in this section are:

a. First Name

b. Last Name

c. Date of Incident

TIP: Use the dropdowns to enter the month, day and year - you may type in the first digit to jump closer to the selection in the dropdown (then select the entry). If you enter an invalid date, (e.g. February 31, 2002), you will get an “Invalid Date” error message when you submit the form.

d. Time of Incident

TIP: You enter the time in Military Format. For instance the time “1201” (you entered hours = 12 and minutes = 1) means one minute past noon. The time “0001” (you entered hours = 0 and minutes = 1) means one minute past midnight. “1159” is one minute before noon and “2359” is one minute before midnight. Just remember “0000” is midnight and “1200” is noon.
e. Date Reported

TIP: Use the dropdowns to enter the month, day and year - you may type in the first digit to jump closer to the selection in the dropdown (then select the entry). If you enter an invalid date, (e.g. February 31, 2002), you will get an “Invalid Date” error message when you submit the form.

f. Time Reported

TIP: You enter the time in Military Format. For instance the time “1201” (you entered hours = 12 and minutes = 1) means one minute past noon. The time “0001” (you entered hours = 0 and minutes = 1) means one minute past midnight. “1159” is one minute before noon and “2359” is one minute before midnight. Just remember “0000” is midnight and “1200” is noon.

2. The “School Use” section: this is to be filled in with the student's information. There are mandatory fields that MUST be filled in: failure to enter in all required fields will generate an error message when you submit the form. Fields required to be filled out in this section are:

a. School Official First Name

b. School Official Last Name

c. Medical Services Staff First Name

d. Medical Services Staff Last Name

A successful Claim entry shall produce a ‘Thank you’ page.