## CA Instructions for Using These Forms

Enclosed please find the following forms :

1. Instructions
2. Cover letter
3. Letter of Intent to file a claim
4. PDF file for the insurance company to file a claim if they fail to comply

How to use this package :

1. Open the letter of intent.
2. Fill in the top section of the letter with the information for the person you are filing against on the left side and your information on the right side.
3. Read through the complete letter of intent.
4. If any of the laws or information does not fit your personal needs or what you are filing against please delete this information or modify the text under the law.
5. Please do not modify or rewrite the laws stated in this letter. Each law will be highlighted in bold. After the law will be a description of how the law was broken. You are free to modify this text to fit your needs.
6. Each person you are serving will receive one letter of intent with a copy of the cover letter attached.
7. Sign both documents and create your package for each person.
8. If you have other parents that are filing against the school board have them follow the same procedure listed here.

Enclosed is the insurance company’s claim form. If the school board does not answer back or change their rulings in the time allowed in this letter then you will need to file a claim.

When filing a claim please fill out one claim letter for each person you are filing against. State different violations and laws on your claim form. You will need to follow the instructions on the claim form and either email or send the form to the correct office for filing.

Thank you and good luck. Please let us know when you have served these letters. Please record the serving of the letters and send us a video. We are hosting all the videos on our website and our Telegram channels.