

INSURANCE INFORMATION FOR Lincoln Magnet School

To take a laptop home you must provide proof of insurance.

1). All LMS students will need to provide proof of insurance in order to take their laptop home. The insurance form must include the specific dates of coverage.

*** If we do not receive proof of insurance (following the directions below) by January 7th, we will not allow the laptop to go home until the end of the month.**

To secure proof of insurance:

- ❖ Contact your insurance agent
- ❖ You may need to provide a copy of the MacBook specification sheet (this is included in the packet) to your insurance agent
- ❖ Be sure to let your agent know you need **full coverage for the computer-both accidental and theft.**
- ❖ You will most likely need the serial number and the District tag number
- ❖ Once the policy is activated, make sure to get written proof of insurance coverage. This should be on letterhead from your insurance agent.
- ❖ You or your child should bring a copy of this proof to the school or fax it to

Note: Your insurance company must confirm that you have full coverage for the MacBook laptop. Information on a home owner's policy is not sufficient. Your insurance company must confirm the laptop is insured for full coverage on damage or theft.

Following, is an example of an insurance letter. It must be on appropriate company letterhead:

Dear Mrs. Heyen:

This letter is to inform you that the Macbook laptop assigned to Sue Smith, serial number #W87567, is fully covered for damage and theft under your home owner's insurance.

Signature of Insurance Agent

** Specific Dates of coverage must be included.*