

LAUSD FIELD TRIP COVERAGE ONLINE INSTRUCTIONS

The website address is the same as the voluntary website: www.studentinsurance-kk.com. Once on the K-12 Voluntary Website:

- Look for Enroll Now and choose K12 Voluntary as the program and click on Go.
- Choose Current School Year. Note: In May – July, you may need to choose Next School Year if the field trip is after 7/1. When you choose Current or Next School Year a pop up box will appear and you confirm your are purchasing for the correct school year.
- Search for school. Put in just the first few letters of the school name. **NOTE: DO NOT SEARCH BY DISTRICT NAME (Los Angeles)**. If the school name does not appear, call Cheryl Norris at 260-459-5885 or 800-441-3994 ext 5885.
- When choices of school come up, click on circle next to school.
- Choose the School Administrators option below the list of schools.
- Click on Continue and follow the steps through to choose and purchase the coverage. Keep choosing **Continue** or **Continue to Payment**.
- **Payment is made online** with credit card, debit card or checking account. **NOTE:** If you are planning on mailing a check, contact Cheryl Norris at 260-459-5885. Payments using a checking account can be made online. **Do not print the application from the website and mail or fax to the Fort Wayne office.**
- Student rosters are no longer required.
- You will receive an email confirmation immediately following with receipt and coverage summary.