

Liability Coverage Insurance Checklist for Educational Institutions

Date: _____

To: _____

From: _____

Dear [Recipient's Name],

As part of our commitment to ensuring comprehensive liability coverage for our educational institution, we have created the following checklist. Please review and confirm the details at your earliest convenience.

Checklist Items

- General Liability Insurance
- Professional Liability Insurance
- Property Insurance
- Automobile Liability Insurance
- Workers' Compensation Insurance
- Directors and Officers Liability Insurance
- Cyber Liability Insurance
- Excess Liability Insurance
- Policy Limits Review
- Named Insured Review
- Exclusions and Endorsements
- Claims History Assessment

Next Steps

Please complete the checklist by [insert deadline] and return it to the administration office.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]