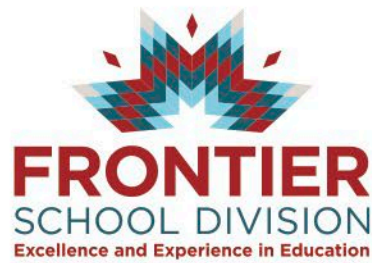


**Division Office**  
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September 5, 2024

**TO: AREA AND ASSISTANT SUPERINTENDENTS  
SUPERVISORS  
ADMINISTRATIVE OFFICERS  
PRINCIPALS**

**FROM:** Paul Critchley  
Secretary-Treasurer

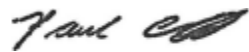
**RE: 2024-25 ACCIDENT REPORTING**

Reports are to be completed for all accidents involving students, staff, or guests which occur on School Division property or at a School Division event. Reports should be completed as soon as possible (day of accident) using the HUB Manitoba School Boards Association (MSBA) website (link below):

<https://www.hubinternational.com/programs-and-associations/manitoba-school-boards-association/>

Forms completed through the HUB MSBA website are automatically forwarded to the Division. Once completed you should expect to receive an electronic copy of your report. Please ensure you send a copy to your area office.

Thank you for your assistance with this matter.



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PC/sw

