

# October 30, 2020 – Attention Class Members

The Claims Administrator has informed us of the most common Claim Form submission errors. The following is a list of the top 5 deficiencies that lead to delays in the Claim Form review process:

1. Copy of ID is missing or unreadable; or the name on the ID does not match the name on the Claim Form.
  - Please double check the copy of your ID before submitting your Claim Form
2. Address is incomplete.
  - In particular, please be sure to include P.O. Box, if applicable
3. School Name and/or years of attendance is not on [Schedule K](#).
  - To be eligible for compensation, the Claimant must have attended a [Schedule K](#) School during the listed dates
4. Missing signatures and dates.
  - Please be sure to sign and date page 5 (Claimant and Witness) and, if applicable, page 12 (Claimant and Guarantor)
5. Level of harm has not been selected.
  - Although the Claims Administrator can move you up, down or provide compensation based on the level selected, the Claimant must still select a level of abuse/harm before their claim can be reviewed and assessed

You can reach Louise Mayo – Indian Day School Settlement Project Coordinator if you like assistance for one to one support in completing your claim form. Louise can be reached at **514-793-0662** or email [Louise.mayo@mck.ca](mailto:Louise.mayo@mck.ca) . Louise is available to meet in person to review and assist with Indian Day School claim forms by appointment.

To avoid unnecessary administrative delay, Claimants are strongly encouraged to carefully review their Claim Form before submitting it. If you would like assistance with legal advice and/or one-on-one support filling out your Claim Form, please call Class Counsel at **1-844-539-3815** or email [dayschools@gowlingwlg.com](mailto:dayschools@gowlingwlg.com).