

Notification of Missing, Stolen, or Damaged School Property

Please use this form to report instances of missing, stolen, or damaged school property in cases where criminal activity is suspected.

Date: _____

School/Site Name: _____

Funding Source: _____

Date of Incident: _____ Time: _____ AM PM

Type of Incident (*Choose One*): Missing Items Theft Vandalism

Incident Discovered By (*Please Print*): _____

Police Notified By (*Please Print*): _____

Name of Police Officer Contacted (*Please Print*): _____

Name of Agency (*Required*): _____

Case Number Provided (*Required*): _____

If a police report is not yet available, please provide it to your principal/supervisor when it is available.

- | | | |
|---|------------------------------|-----------------------------|
| Police Report Attached (<i>Required</i>): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are offenders known? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Damage to building? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Damage to equipment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Damage to supplies? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did incident occur over a holiday/break? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did the theft occur from a vehicle? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Asset Tag #	Item Descr.	Manufacturer	Model	Missing (M), Stolen (S), Damaged (D)	Price Quote for Replacement

Comments:

Other Details: Attach additional sheet if needed.