

NOTICE OF LOSS - THEFT - VANDALISM

District File No. _____

SCHOOL _____ DEPARTMENT _____ ROOM NO. _____

BY WHOM DISCOVERED _____ POLICE REPORT NUMBER _____

METHOD OF ENTRY _____ WHAT DAMAGE WAS DONE TO PREMISES? _____

WERE ANY WORKMEN, OTHER THAN DISTRICT EMPLOYEES, RECENTLY ON PREMISES MAKING REPAIRS? _____

IF YES, STATE NAME AND ADDRESS _____

WINDOW SIZE _____ TYPE OF GLASS _____ RECOVERED ITEMS _____

ATTACHED: RPO _____ W.O. _____

HAS ANYONE BEEN APPREHENDED? _____ NAME _____

DATE OF LOSS _____ ADDRESS _____

DATE DISCOVERED _____ PARENT _____

ADDRESS _____

GIVE DETAILED STORY OF LOSS _____

DESCRIPTION OF MISSING ITEMS	ORIGINALLY PURCHASED FROM	COST

A COPY OF THE POLICE REPORT MUST BE ATTACHED

SIGNED _____
SCHOOL APA

DATE _____