



THEFT AND VANDALISM REPORTING FORM

SCHOOL: _____

DATE OF REPORT: _____

DATE OF INCIDENT: _____

LOCATION OF INCIDENT: _____

CIRCUMSTANCES SURROUNDING INCIDENT:

LIST OF ITEMS TAKEN & VALUE:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

ACTION TAKEN TO DATE: (police contacted, if so file # and what action has been taken)

REPLACEMENT OF SOME ITEMS

☐

REPLACEMENT OF ALL ITEMS

☐

RESTITUTION BEING SOUGHT FROM STUDENT/PARENT

☐

REQUISITION ATTACHED

☐

PRINCIPAL'S SIGNATURE: _____

TO BE RETURNED TO THE DIRECTOR OF FINANCE AND ADMINISTRATION