

**BURGLARY and VANDALISM REPORT**  
(OTHER PROPERTY DAMAGE)

LOCATION: Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

TIME: Date \_\_\_\_\_ Hour \_\_\_\_\_

BURGLARY: Item \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Date Purchased \_\_\_\_\_ Serial Number \_\_\_\_\_

Description \_\_\_\_\_

Method of Entry \_\_\_\_\_

PROPERTY  
DAMAGE: Describe

WITNESSES:

If students are involved, please submit the following information:

STUDENT:

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

PARENT: Bill Parents: YES \_\_\_\_\_ NO \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

1. Notify Police Department: Date: \_\_\_\_\_

Police Report Number \_\_\_\_\_

2. Call the Maintenance Department for emergency repairs.

3. Send 2 copies of this report to the Business Services Office.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_