

# Memorial High School Lost/Stolen Property Report

Case # \_\_\_\_\_

Name (first, middle, last) \_\_\_\_\_

Check if lost or stolen (only check one)

Lost \_\_\_\_\_ Stolen \_\_\_\_\_

Description of property (include serial # if known) \_\_\_\_\_

\_\_\_\_\_

Where (indicate unknown if you do not know where the property went missing) \_\_\_\_\_

\_\_\_\_\_

Time frame of loss (approximate time - indicate class period(s) if known) \_\_\_\_\_

\_\_\_\_\_

Date of loss (if known) \_\_\_\_\_

Brief statement/additional information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Author (please sign, date and return to Officer Hundt, an administrator or the attendance office as soon as possible).

Signature \_\_\_\_\_

Date \_\_\_\_\_