

**Loss/Theft Report**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Locker Number \_\_\_\_\_ Home Room \_\_\_\_\_

List and describe specifically each missing item. (Please list each item separately)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where were the items located? \_\_\_\_\_

\_\_\_\_\_

When were they last seen? \_\_\_\_\_

Were items labeled or easily identifiable? \_\_\_\_\_

If yes, please describe? \_\_\_\_\_

Total value of property \_\_\_\_\_

List all persons who may have knowledge of the loss. \_\_\_\_\_

\_\_\_\_\_

Has a report been filed with the township police? \_\_\_\_\_

Have parents/guardians been notified? \_\_\_\_\_

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**Office Use Only**

Report Status      unfounded \_\_\_\_\_      cleared \_\_\_\_\_      unresolved \_\_\_\_\_

Arrest made \_\_\_\_\_      Date Arrest \_\_\_\_\_      Report # \_\_\_\_\_