SHORELINE
PUBLIC SCHOOLS

Property Damage and Theft Reports

Use the incident/accident form to report any incidents that occur to school property to report the detail damages and/or theft that took place (i.e., broken glass, graffiti).

Use the incident/accident report form to also report the Non-Vehicle property damage/loss and for damage to district vehicle. Attach any pictures or backup material and statements along with a copy of the police report and submit to the Assistant Superintendent of Business & Operations' office for processing with Risk Management within 24 hours.

These forms are available on the district website under “Staff” and “Risk Management Insurance Process and Forms”. Return form(s) to the Assistant Superintendent of Business & Operations' office for processing.

All thefts are submitted to Business Services to be submitted to the State Auditors Office.