

SANTEE SCHOOL DISTRICT

**VANDALISM REPORT**

(to report deliberate destruction of school property)

School/Site: \_\_\_\_\_

Type of Incident:

Date of Incident: \_\_\_\_\_

Glass Damage

a.m.

Vandalism

Approximate Time of Incident: \_\_\_\_\_

p.m.

Fire

Theft

Exact Location: \_\_\_\_\_

Other \_\_\_\_\_

Entry Made?  yes

no

Discovered by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Reported to: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Witnesses (if any): \_\_\_\_\_

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

Person(s) Responsible (if known): \_\_\_\_\_

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

Description of Incident: \_\_\_\_\_

**SUMMARY OF MISSING EQUIPMENT/PROPERTY DAMAGE**

| Itemized Losses    | Serial No. | Estimated Value | Replacement Value |
|--------------------|------------|-----------------|-------------------|
|                    |            | \$              | \$                |
|                    |            |                 |                   |
|                    |            |                 |                   |
|                    |            |                 |                   |
| Money/Stamp Losses |            |                 | \$                |

**TOTAL LOSS: EQUIPMENT & STAMPS/MONEY \$** \_\_\_\_\_

Principal/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAINTENANCE AND OPERATIONS USE ONLY**

|                                       |           |
|---------------------------------------|-----------|
| Itemized Materials for Repairs:       | \$        |
|                                       | Total: \$ |
| Labor Charges: Hours _____ Rate _____ | Total: \$ |

**TOTAL COST OF REPLACEMENT AND REPAIRS: \$** \_\_\_\_\_