

# THEFT REPORT FORM

## MOUNT VERNON HIGH SCHOOL



**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work or Cell Phone:** \_\_\_\_\_

**Date of Loss/Theft:** \_\_\_\_\_ **Time of loss/Theft:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Description of lost container (i.e. bookbag, purse, wallet, etc)**

\_\_\_\_\_

**Color:** \_\_\_\_\_

**Brand name:** \_\_\_\_\_

**Special markings:** \_\_\_\_\_

**Possible witnesses to theft:** \_\_\_\_\_

**Possible suspects:** \_\_\_\_\_

**List all missing items and their approximate replacement costs below:**

Describe any special circumstances surrounding this loss (i.e. recent/past problems with another student, PE locker left unlocked, another student borrowed item but has not returned it, etc.).

**RETURN FORM TO HIGH SCHOOL MAIN OFFICE WITHIN TWO DAYS OF THEFT**