

**SHORELINE SCHOOL DISTRICT NO. 412
Vandalism/Security Report**

SCHOOL _____ **DATE** _____

Report submitted by _____

Estimated date and time of incident _____

Areas in which incident took place _____

Specifically, what damages and/or theft took place i.e., broken glass, graffiti, etc. -- individually list and give as much detail as possible, i.e., serial numbers, models, purchase price or replacement cost and Shoreline School District I.D. number. _____

If forced entry took place, explain how and where. _____

If police were contacted, list agency, date and case number. _____

IF SUSPECT INVOLVED IN VANDALISM IS KNOWN, PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name(s): _____ Address: _____

Parent/ _____ Telephone: _____ (Home)
Guardian _____ (Bus.)

Are you handling restitution through the school? Yes _____ No _____
Do you want the Business Office to handle restitution? Yes _____ No _____

Signature: _____
Principal/Designee

(SEE INSTRUCTIONS FOR COMPLETING THIS FORM ON REVERSE SIDE)

Distribution: White/Yellow Copy - Business Services; Pink Copy - School File

INSTRUCTIONS:

- 1. ALL INCIDENTS INVOLVING VANDALISM *MUST BE REPORTED.***
- 2. GLASS BREAKAGE IS CONSIDERED VANDALISM UNLESS YOU KNOW IT WAS A SPECIFIC ACCIDENT.**
- 3. COMPLETE REPORT IN DETAIL IMMEDIATELY FOLLOWING THE INCIDENT. RETAIN LAST COPY IN BUILDING AND *FORWARD ALL REMAINING COPIES TO THE BUSINESS OFFICE. WE WILL NOTIFY MAINTENANCE AND SUPPORT SERVICES.***