Pembina Trails
School Division
Accomplish Anything

ECAD-E
REPORT OF THEFT OF PERSONAL PROPERTY

NOTE: Any employee, volunteer, student or visitor who brings any article of personal property onto the school division premises does so at one's own risk. The school division does not assume responsibility with respect to theft, disappearance of, or damage to such property.

This report is to be kept on file at the school office.

Please limit reporting to the following:

- Willful damage of personal property
- Theft of personal property valued at over $50 when a police report has been filed.

Please check:

❑ Vandalism ❑ Theft or Mysterious Disappearance

Name: _____
Surname First Middle

School/Location: _____

Date of Incident: _____ Time of Incident: _____ ❑ A.M. ❑ P.M.

Police Report Filled? ❑ Yes ❑ No Police Incident Number: _____

Description of Incident: _____

_____

_____

_____

_____

Damaged or Missing Items	
Description of Damaged or Missing Items	**Value (if known)**
1.	
2.	
3.	
4.	
5.	

Complainant Signature	Date

Administrator Signature	Date