

# Laptop Missing/Stolen Report

Penn Manor School District

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Grade/HR \_\_\_\_/\_\_\_\_

Phone Number \_\_\_\_\_

ID Number \_\_\_\_\_

Please complete the following information relating to this loss:

**A. Items Lost** (Check all that apply)  Laptop  Power Adapter  Laptop Case

**B. Serial Number** \_\_\_\_\_

**C. Location of Loss** \_\_\_\_\_

**D. Date/Time when loss was discovered** \_\_\_\_\_

**E. Information relative to the loss, when & where laptop was left, details of what happened, etc.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Locker Number** (If theft is from locker) \_\_\_\_\_

For Theft or Loss off Campus:

**G. Police Report Number** \_\_\_\_\_ **H. Reporting Officer Name** \_\_\_\_\_

Please bring this report to the attention of the building principal in the Penn Manor Main Office on the next school day after you discover the loss. Note that Penn Manor School District will implement IP tracking to attempt to recover the stolen laptop.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_