

Laptop Missing/Stolen Report

Wellsboro Area 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 Mouse

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 Wellsboro Area High School Main Office on the next school day after you discover the loss. Note that Wellsboro Area School District will implement IP tracking to attempt to recover the stolen laptop.

Student Signature _____

Parent/Guardian Signature _____