

REPORT OF UNUSUAL OCCURRENCE

School			Date	
Date of Occurrence	Reported to Police by Whom			
How was Entry Gained?				
Articles Stolen:				
Article & Identification #	Date of Purchase	Value	Serial #	Make
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Vandalism (Description)				
Police Report #				
Date				
Time				
				Principal's Signature

If discovered by the custodian before the principal arrives, the custodian should phone the police – otherwise, the principal should do so.