



# Equipment Incident Report

Equipment Incident Report shall be scanned and kept for campus records and submitted via e-mail to Information Technology and Teresa Moreno ([IT@orendaeducation.org](mailto:IT@orendaeducation.org); [Teresa.Moreno@orendaeducation.org](mailto:Teresa.Moreno@orendaeducation.org)) IMMEDIATELY upon completion. If follow-up information needs to be added, please send to Information Technology and Teresa Moreno. It is essential that the report be described in detail and all information be filled in.

Please Print And Sign In Ink

Enter the Serial Number of Equipment: \_\_\_\_\_

District Employee	District Student
<b>Name:</b> _____	<b>Student Name:</b> _____
<b>Email:</b> _____	<b>Student Email:</b> _____
<b>Date of incident:</b> _____	<b>Guardian Name:</b> _____
<b>Time of incident:</b> _____	<b>Guardian Email:</b> _____
	<b>Date of incident:</b> _____
	<b>Time of incident:</b> _____
<b>Was a police report made?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Was a police report made?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please attach a copy if available or enter a case number and contact information of the officer below.	If so, please attach a copy if available or enter a case number and contact information of the officer below.
<b>Case #:</b> _____	<b>Case #:</b> _____
<b>Officer's Name:</b> _____	<b>Officer's Name:</b> _____
<b>Officer's Number:</b> _____	<b>Officer's Number:</b> _____
<b>Officer's Email:</b> _____	<b>Officer's Email:</b> _____

Was there a violation of a school rule by this person that caused this equipment to be damaged, lost, or stolen?

Yes  No

If Yes, explain: \_\_\_\_\_

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

Describe the incident: \_\_\_\_\_

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

Employee's Signature: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

OR

Guardian's Signature: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_