



Date Rec: _____
Staff: _____
Loaner Provided

Laptop Missing/Stolen Report

El Monte Union High School District

Student Name _____ Date _____

Address _____ Grade _____

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 Wireless Mifi

B. **Serial Number or Asset Tag** _____ (School will provide)

C. **Location of Loss** _____

D. **Date/Time when loss was discovered** _____

E. **Information related to the loss of the equipment. Please include details of what happened**

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

Additional information required for stolen* devices only

G. **Police Report Number** _____ H. **Reporting Officer Name** _____

** - All Stolen devices MUST be accompanied by a copy of the police report*

Please submit this report form to the Student Store Clerk or other school designated location within 1 school day after you discovered the lost/stolen device(s). Note that the El Monte Union High School District staff will enable IP & GPS tracking in an attempt to recover the device. Any and all fees assessed with the replacement of these devices will be placed onto the student's account as stated within the Student Technology agreement form. Additional information can be found at www.emushd.org/accessforall

Student Signature _____

Parent/Guardian Signature _____