MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
VANDALISM, BURGLARY, THEFT, OR ILLEGAL ENTRANCE REPORT

(Report to Sr. Custodian immediately.)

DATE ________________________

1) School Building _____________________________________________

2) Principal __________________________________________________

3) Name of employee who reported the incident ______________________
   Title _______________________________________________________

4) Date Incident occurred _________________________

5) Approximate time of Incident ________________

6) Remarks (Include a complete description of the event; damage to equipment, floors, windows, etc. State when event or damage was discovered and to whom it was reported).
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

   (use back of the form for additional comments)

7) Estimated Cost _________________________

8) Final Disposition ____________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

Copies to:  
Superintendent
Director of Operations
Principal

Senior Custodian