

**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 _____

Senior Custodian

Copies to: Superintendent
Director of Operations
Principal