Laptop Lost, Damaged, or Stolen Report
Parkview Academy of Virtual Education

Student Name:		Date:	
Address:		Grade:	
Phone Number:		ID Number:	

Complete the following information related to this loss, damage, or stolen item:

Item Lost:	☐ Laptop ☐ Charger ☐ Laptop Case	Serial Number/ Asset Tag School will provide	
Item Damaged:	☐ Laptop ☐ Charger ☐ Laptop Case	Serial Number/ Asset Tag School will provide	
Item Stolen:	☐ Laptop ☐ Charger ☐ Laptop Case	Serial Number/ Asset Tag School will provide	

Location of Loss:	
Date/Time when loss/damage was discovered:	
Information related to the loss/ damage of the equipment. Please include details of what happened:	

Additional information required for stolen* devices only:

Police Report Number/ Reporting Officier Name	

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

Please submit this report form to the school designee within 2 school days after discovering the lost, damaged, or stolen device(s). Note that Parkview 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 on the student's Skyward account as stated in Student/Parent Handbook.

Student Signature: _____   Parent/Guardian Signature: _____