

MISSING MATERIALS FORM

(For use by ESs to report school items lost or willfully damaged by a student)

Submit this completed form to IEM Student Records, 1166 Broadway Ste. Q, Placerville, CA 95667 or fax to 530-295-3583

ES: Keep a copy for your records and possible later use when items are paid for or returned.

School Name: _____ Date: _____

ES Code: _____ ES Name: _____

Parent Code: _____ Parent Name: _____

In the space below, list school-provided items lost (L) or willfully damaged (D) with the item numbers and name. List the replacement cost for lost items and depreciated cost for damaged items.

	L or D	PO or Item Number	Item	Price
1.			_____	
2.			_____	
3.			_____	
4.			_____	
5.			_____	
6.			_____	
7.			_____	
8.			_____	
9.			_____	
10.			_____	
11.			_____	
12.			_____	
13.			_____	
14.			_____	
15.			_____	

For ES use: Complete the following when items listed above are either returned to the ES or the ES receives a check for the items. (Checks should be made out to the school). Mail or fax a copy of this form to Student Records—contact info above.

1. Highlight the items listed above that were returned to the ES/School. Date: _____
2. Attach check to this form and highlight the items the check covers. Date: _____

____ Some of the above items are still unaccounted for.

____ Student is now totally cleared of missing materials
ES Initials _____ Date _____