

School District of Bayfield Lost/Damaged Property Form

_____ \$5.00/\$10.00 FINE – damaged pages including, but not limited to torn, soiled, or written upon

_____ \$10.00/\$15.00 FINE – damage to outer cover or spine

_____ FULL PRICE – lost, stolen, or unusable book

_____ OTHER PROPERTY DAMAGE – repair or replacement cost

TOTAL COST DUE BY STUDENT: _____

Student's Name: _____

Staff Name: _____ Date of assessment: _____

Name of Book: _____ ISBN# _____

Other Property Description _____

Student Signature: _____ Date: _____

Staff Signature _____ Date: _____

This form is to be completed by the staff member and sent to the principal's office for any missing or damaged school property, keeping a copy for his/her own records, and issuing one to the student.

APPROVED: May 10, 2010