

PAUL REVERE MIDDLE SCHOOL

REPORT OF LOST / STOLEN / DAMAGED DEVICE

The following device has been:

- LOST Police Report #: _____
LA School Police: (213) 625-6631
- STOLEN Police Report #: _____
LA School Police: (213) 625-6631
- DAMAGED iPad Asset Number: _____
ON THE BACK OF DEVICE

Student: _____ Grade: _____
LAST NAME FIRST NAME

Student ID: _____ (if known)

Location of Incident: _____ Date of Incident: _____

Brief Description of Incident:

Person(s) responsible (if known):

Name: _____ Grade: _____ (if applicable)

Name: _____ Grade: _____ (if applicable)

Form Completed by: _____ Date: _____

Telephone: _____ eMail: _____

Please submit this completed document to Revere's **STUDENT SERVICES OFFICE** on the next school day.

FOR OFFICE USE ONLY

1. iPad serial number (*from Destiny or MDM*) _____
2. Request SP# from LASPD (*Lost & Stolen devices only*) _____
3. Update Destiny (*update status, home loc. & condition*) Date: _____
4. Distribute a replacement device to the student Date: _____