



MADISON HS FCPSOn PROPERTY LOSS FORM

Parents and Students need to complete this form for lost FCPSOn laptops. Please turn this form into your administrator.

Student Name	Student Signature
Student ID and Grade Level	Date of Incident
Date Last Used or Observed	Location in Building
Parent Name	Parent Signature

Description of Incident (Provide a narrative statement: include how it was lost, how was it stored and other personal items included)

Description of Equipment Lost

Schools Review Process
 The student's administrator will be reviewing the case in question and speaking with the student. As a result of the administrator's review, the student and their family may be asked to pay for the loss of FCPS property. The administrator will follow up with the student and make them aware of next steps and potential charges.

Listed below is the item that the student received, and the cost associated to replace the item.

Dell 3300 Laptop \$481

APPROVAL

 Signature of administrator

 Date

COMMENTS:

Fee waived for FCPSOn equipment Fee assessed for FCPSOn equipment to family

If you are requested to pay for the lost equipment, please pay for your student's laptop via MySchoolBucks.com. A receipt will be emailed to the school and processed. After payment, the student may visit room 115 to pick up replacement equipment.