

XENIA HIGH SCHOOL
THEFT/MISSING REPORT

DATE OF REPORT: _____ DATE OF THEFT/MISSING ITEM(S): _____

TIME NOTIFIED: _____

YOUR NAME: _____

ADDRESS: _____ AGE: _____

PARENTS / GUARDIANS: _____

PARENTS / GUARDIANS HOME PHONE NUMBER: _____ CELL # _____

WORK NUMBER: _____

HOME ROOM NUMBER: _____ HOME ROOM TEACHER: _____

LOCKER NUMBER: _____ HAVE YOU MADE A POLICE REPORT? YES _____ NO _____

TIME YOU NOTICED THE THEFT/MISSING ITEM: _____

DESCRIPTION OF MISSING ITEM: (INCLUDE SPECIAL IDENTIFICATION):

WITNESSES: _____

THIS REPORT IS CORRECT TO THE BEST OF MY KNOWLEDGE.

STUDENT'S SIGNATURE

SIGNATURE OF PRINCIPAL