



Windsor-Essex Catholic District School Board

PRINCIPAL'S REPORT ON BURGLARIES AND/OR VANDALISM

B:05

School	Date
Date of Occurance	Reported to Police by Whom
How Was Entry Gained?	

Articles Stolen:

Article & Asset No.	Date of Purchase	Cost	Serial #	Make

Vandalism (Please describe):

Police Report #:
Date:
Time:

_____ Principal's Signature

If discovered by the Caretaker before the Principal arrives, the Caretaker should phone the police – otherwise, the Principal should do so.

Malicious Damage may be done without gaining entrance to the building and is covered by a separate insurance policy.