



ROBINSON SS FCPSOn PROPERTY LOSS FORM

Parents and Students complete this form for all lost FCPSOn equipment. Then, follow the step below to receive new FCPSOn equipment.

1. Please have this form signed by your parent/guardian and subschool administrator.
2. Go to MySchoolBucks.com and purchase your new charger or Laptop
3. Turn this form in and pick up equipment in room E108

| | |
|-----------------------------------|-----------------------------|
| 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

School Review Process
 The students subschool administrator will be reviewing the case in question and speaking with the student. As a result of the administrators 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 the next steps and potential charges.

Listed below are the items that the student received, and the cost associated to replace those items.

Dell 3300 Laptop \$467

Dell 65w or 90w AC power adapter \$28

APPROVAL

| | |
|---|---|
| _____ Signature of subschool Administrator | _____ Date |
| Comments: | |
| Fee waived for FCPSOn equipment | Fee assessed for FCPSOn equipment to family |