

MIDDLE COLLEGE

LOST OR STOLEN LAPTOP PROCEDURE FOR STUDENTS

STEP 1: File a police report

STEP 2: Fill out the form below completely

STEP 3: Submit completed form to the MCHS Main Office or Principal

Student Name: _____ Grade Level: _____

My laptop was: lost stolen

Please provide details below. ALL areas are required.

POLICE REPORT NUMBER	
POLICE DEPT NAME & PHONE #	
POLICE OFFICER'S NAME	
OFFICER'S BADGE NUMBER	
DATE & TIME OF THEFT/LOSS	
LOCATION OF THEFT/LOSS	
ANY ACCESSORIES TAKEN	

Failure to obtain a police report for the theft or loss of your laptop will result in you being charged for the full amount of the cost of replacement (\$450.00).



BEST PRACTICES TO AVOID FUTURE LAPTOP THEFT

- Never leave your laptop unattended
- When not in use, carry it with you or lock it up
- Never leave your laptop in a car unattended
- Make sure your laptop is fully charged before you get to school so you do not need to charge it during school hours