



Instructional Media Services
Lost and Damaged Instructional Materials Report

School Year: _____

Please return completed report by email or truck mail to:
Cindy Everingham at the Sivia Center.

Due Date: _____

School: _____

- A. Total number of books not recovered and still outstanding: _____
- B. Total value of lost books: _____
- C. Total amount collected for lost/damaged books during
School year _____: _____

Principal's Signature:

Report Date:

** Changes passed as part of Senate Bill 1248*

School principals shall collect from each student or the student's parent the entire purchase price of the instructional material the student has lost, destroyed, or unnecessarily damaged and to report and transmit the money collected to the district school superintendent.