

**DISTRICT PROPERTY  
NOTIFICATION OF LOSS**

*This form is to be used for Los Angeles Unified School District Property only. For losses involving employee property, contact the Employee Reimbursement Program (213) 241-3130. Please forward completed form to address below.*

TO: Restitution Unit  
Division of Risk Management/Insurance Services  
Los Angeles Unified School District  
333 So. Beaudry Avenue, 28<sup>th</sup> Floor  
Los Angeles, CA 90017  
Mail: 28<sup>th</sup> Fl, Beaudry Bldg.  
Los Angeles, CA 90051  
Tel: (213) 241-3127/ (213) 241-3140/ (213) 241-2860  
Fax: (213) 241-8993

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1) Date of Loss: \_\_\_\_\_

2) Location of Loss (including local district #): \_\_\_\_\_

3) Offense: a) Automobile Accident (Complete and return attached vehicle Accident Report)  
(Circle One) b) Arson  
c) Breach of Contract  
d) Employee Overpayment/Reimbursement  
e) Food Services  
f) Fraud/Embezzlement  
g) Theft/Burglary  
h) Vandalism  
i) Other: \_\_\_\_\_

4) Description of Incident/Loss: \_\_\_\_\_  
\_\_\_\_\_

5) Amount of Loss: \_\_\_\_\_

6) Offending Party (person who committed offense):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

6) continued

Phone #: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Employee #: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

7) Responsible Party (person responsible for reimbursement, if difference than offending party, e.g. parent):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

8) Investigating Agency (ies): (School Police, LAPD, CHP, Sheriff)

Agency: \_\_\_\_\_

Investigating Officer: \_\_\_\_\_

Address/phone#: \_\_\_\_\_

Report #: \_\_\_\_\_

9) Other Pertinent Information:

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On cases involving students, please inform the parents that someone from LAUSD Collections Unit will be contacting them to make arrangements for reimbursement of the loss. On all cases, any inquiries or payments from offending party, employee, student and/or parent/guardian should be directed to the Restitution Unit for handling.