

ROCKLIN UNIFIED SCHOOL DISTRICT
INCIDENT FOLLOW-UP REPORT (to be completed by Maintenance & Operations)
 DAMAGE TO VEHICLE, EQUIPMENT, FACILITIES
 INCLUDING THEFT & VANDALISM

DATE OF THE INCIDENT:	TIME OF THE INCIDENT:
LOCATION OF THE INCIDENT (SITE/DEPARTMENT):	

DESCRIPTION OF REPAIRS NEEDED:

Cost of Emergency Repairs (please attach documentation):
Description of Permanent Repairs:
Cost of Permanent Repairs (please attach invoices):
Security Camera Footage: Yes No If yes, please provide
Value of Items Stolen (please attach documentation):
Cost of Increased Security:
Cost of Medical Treatment Needed (please attach documentation):
Lost Wages Due to Injury (please attach documentation):
Work Order #s:
Name:
Date:
Signature:

<i>For District Office Use:</i>
Date Received: _____
Date Sent to SIG: _____

Please send completed form to:
 Ann Inglis – ainglis@rocklinusd.org, cc: kcocuzzi@rocklinusd.org