

**School Name**  
 Department of Defense Dependents Schools – Europe  
**Collection for Lost or Damaged Property**

Student Name:	Grade:	Date:
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Dear Sponsor

This student has either lost or damaged school property due to their neglect. In accordance with school policy, the following item(s) must be repaired or replaced in kind within the next 14 days:

Teacher Name (Print):

<b>Book:</b>	Title:	Edition:
	Author/Publisher:	ISBN:
<b>Materials:</b>	Description:	Model:
	Manufacturer/Vendor:	Defect:
<b>Equipment:</b>	Description:	Model:
	Manufacturer/Vendor:	Defect:
<b>Facilities:</b>	Description of Damage:	
	Contractor:	Description of Work:

- Instructions:**
1. Contact the publisher, manufacturer, vendor, or contractor to obtain ordering or repair information for the lost or damaged property.
  2. The replacement item must be the same edition or model as the lost or damaged property. It can be new or used providing it is in serviceable condition.
  3. Repairs must be accomplished by an authorized service center or contractor and coordinated through the school supply specialist.
  4. Purchase and order the item for delivery to:

School Name and Address

5. Return a copy of the receipt or online order form with this document to the school supply specialist. Once the replacement item has been received or the repair completed, your student's obligation regarding this matter has been met.

**Date:**

Principal,

School Name

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