

# Lost Item Statement Form - School

Use this **lost item statement form** to efficiently report and document lost belongings at school. Completing this form aids in the identification and recovery of lost items, ensuring accountability and minimizing confusion.

## 1. Reporter Details

Student Name:

Class/Grade:

Contact Information:

## 2. Item Information

Description of Lost Item:

e.g. blue backpack with green zippers

Estimated Value:

Date Item Was Lost:

Location Where Item Was Lost:

e.g. school library, classroom 3B

Unique Identifying Features (if any):

## 3. Additional Details

Circumstances of Loss:

Briefly describe the situation in which the item was lost

Reported To (staff name/office):

Signature:

Type your full name

Date Reported: