



DAMAGED OR LOST MUSICAL INSTRUMENT FORM

Attach a copy of the Student's Loan Responsibility Agreement

MUSICAL INSTRUMENT INFORMATION

Date: _____ Campus: _____ Rental Agreement Form on File: Select One
Instrument: _____ Make: _____ Model: _____
Serial #: _____ EPISD Barcode #: _____ Bow/MP #: _____

STUDENT INFORMATION

Student's Name: _____ Parent's name: _____
Phone #: _____ Address: _____ City, State, Zip: _____

DAMAGE/LOSS INFORMATION

Date of Damage: _____ Nature of Damage: _____
Explanation of Damage: _____
Date of Loss: _____ Explanation of Loss: _____

POLICE SERVICES INFORMATION

Were EPISD security and police notified: Select One Case Number: _____
(Must report loss to police services as soon as instrument is considered lost) (Required when instrument is lost or stolen)

SIGNATURES

Teacher Signature Date

Principal Signature Date
(Necessary only if lost or stolen)

This section for Fine Arts Administration ONLY

Value of instrument: \$ _____ Value of mouthpiece/bow: \$ _____ Repair charges: \$ _____

Were parent's billed for this damage? YES ___ NO ___

TOTAL DUE: \$ _____

Updated 9-4-12