



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

THEFT REPORTING | 3001.13

All thefts occurring on school property, whether personal or school-owned, must be reported to the Office of the Assistant Superintendent for District Operations using the District Incident Form. This information is required for insurance and Department of Education reporting. Please attach a police report and any additional documentation including photos, receipts, etc. if applicable.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.