



# Lost Materials Application

(for loss of personal classroom materials/equipment)

1. Name \_\_\_\_\_

2. Building/unit \_\_\_\_\_

3. Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

4. Are you currently a CEA member?  yes  no

5. Was the loss your own personal classroom materials/equipment and not school-owned property?  yes  no

Did the loss occur on school property?  yes  no

6. Loss was due to: (Circle the letter of appropriate response.)

A. Fire

B. Natural Disaster

C. Vandalism

D. Known theft reported to the police

Attach a copy of the police report or give the police report number:

# \_\_\_\_\_

7. Can your loss be covered by your school, Workers' Compensation, your professional liability policy or your insurance? \_\_\_\_\_

(Note: Personal losses covered by your own insurance company will be covered to the limit of the deductible or \$100, whichever is less.)

8. Date of loss (Submission of claim must be within 60 days of the loss.) \_\_\_\_\_

9. Describe the personal classroom materials/equipment lost and give the approximate cost of each:

\_\_\_\_\_  
\_\_\_\_\_

10. Date of purchase of item(s): \_\_\_\_\_

(attach sales receipts, if available)

**Note: The maximum amount you can collect is \$100 per school year.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_