



Mainspring
Academy

Damage Report

Student _____ DOB: _____ Class: _____

Date: _____ Start Time: _____ Setting and Location: _____

Person Preparing This Report: _____

Explanation of Incident:

Items/Property damaged:

Please attach photo of damage to this report

Reporter's Signature: _____ Date: _____

To be filled by Administrator:

Result of damage:

Plan for repair:

Estimated cost:

Administration's Signature: _____ Date: _____