



MIAMI-DADE COUNTY PUBLIC SCHOOLS
1450 N.E. 2nd Avenue, Miami, Florida 33132
APPROVAL OF OFF-CAMPUS USE OF SCHOOL BOARD PROPERTY

SECTION A

LOCATION NUMBER _____ SCHOOL/DEPARTMENT _____

PURPOSE/USE _____

LOCATION OF USE HOME OTHER _____

TYPE OF PROPERTY (EQUIPMENT) _____
 (Description)

PROPERTY CONTROL NUMBER _____ SERIAL NUMBER _____ PROPERTY TO BE RETURNED BY _____

PERSON PROPERTY IS ASSIGNED TO:
 (If Student, Also Complete Section B)

 (PRINT) (Last) (First)

DATE _____

SIGNATURE _____

EMPLOYEE NO. _____
 (If Applicable)

APPROVED BY:

 (PRINT) (Last) (First)

DATE _____

SIGNATURE _____
 (Principal/Administrator)

SECTION B

STUDENT NAME _____ ISIS ID NUMBER _____

PARENT/GUARDIAN NAME _____ S.S. NUMBER _____

HOME ADDRESS _____ PHONE NUMBER _____

STUDENT/PARENT/GUARDIAN STATEMENT OF RESPONSIBILITIES:

1. I will take reasonable precautions to maintain the security of the equipment in my home.
2. If the equipment or any of its accessories are lost or stolen, I will **immediately** notify the police, the school/department mentioned above, and the principal.
3. The equipment and accessories will be returned no later than the date noted above.
4. If I experience any problems with the equipment, I will notify the school/department immediately and explain what I think is wrong with it.
5. I will see that the equipment is used appropriately for the **educational purpose intended**.

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

SECTION C PROPERTY RETURN

GOOD CONDITION
 OTHER, EXPLAIN _____

RECEIVED BY _____ DATE RECEIVED _____

SIGNATURE _____