



**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
 1450 N.E. 2nd Avenue, Miami, Florida 33132  
**APPROVAL OF OFF-SITE 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 \_\_\_\_\_

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 \_\_\_\_\_ DSIS ID NUMBER \_\_\_\_\_

PARENT/  
 GUARDIAN NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 \_\_\_\_\_

**STUDENT/PARENT/GUARDIAN STATEMENT OF RESPONSIBILITIES:**

1. Reasonable precautions will be taken to maintain the security of the equipment.
2. If the equipment or any of its accessories are lost or stolen, the police will be notified as well as the school/department mentioned above.
3. The equipment and accessories will be returned no later than the date noted above.
4. The equipment is to be used for School Board business.
5. In the event of theft, vandalism, or loss of equipment, the District reserves the right to pursue restitution.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION C PROPERTY RETURN**

GOOD CONDITION  
 OTHER, EXPLAIN \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

SIGNATURE \_\_\_\_\_