

[PROPERTY INCIDENT REPORT \(PIR\)](#) (Click to Access) MUST BE COMPLETED BY A PREPARER AND APPROVED BY THE PRINCIPAL OR DEPARTMENT HEAD (OR DESIGNEE)

Instructions: To access the on-line PIR form click on the above link. You will be directed to the opentext / LiquidOffice login page, you will use the same User Name and Password used to access Skyward. Once logged in, the form may be completed and electronically signed by both the preparer and the principal, department head or designee and submitted.

The school or department is required to complete an online Property Incident Report (PIR) for each incident or peril involving a loss or damages to School District property. Once completed, you will submit to the Risk Management Department as soon as feasibly possible, or no later than 48 hours after the incident.