

Damage/Loss/Theft Form

Last Name:	First Name:	Student ID:	
Student Address:		Contact Phone #:	
Device Asset Tag #:		Device Model:	
Problem Category: <i>Check all that apply</i>	<input type="checkbox"/> Device damaged/not working <input type="checkbox"/> Device lost/stolen <input type="checkbox"/> Broken Keyboard	<input type="checkbox"/> Battery won't charge <input type="checkbox"/> Missing case/adapter <input type="checkbox"/> Screen Issue	<input type="checkbox"/> Trackpad/Mouse
Describe Issue: <i>Provide as much details as possible in this space</i>			
<p>This form is an attestation of damages or other incidents incurred on a student device as reviewed by the district computer tech. The incident will be further reviewed by administrators and a decision will be made based based on the factors described above. Once a decision has been made, you will be contacted by district personnel with instructions on how to proceed with this issue.</p>			
Office Use Only			
Loaner Provided <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Under Mfr. Warranty <input type="checkbox"/> Out of Warranty	Insurance Carrier: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cost: _____
Notes:			