

SHPS Chromebook Damage Form

This form should be used when a student Chromebook is defective, damaged, or needs repair. A second Chromebook will be issued to a student while the first is evaluated. Receiving a second “loaner” Chromebook does not resolve student from liability for the first device. Student will be notified by school staff on how to proceed for the first Chromebook.

Student Section: Please fill out all parts in the section below



Today's Date: _____

Student's Last Name _____

Student's First Name _____

Student ID Number _____

Chromebook Number _____

South Hadley Public Schools

Problem with Chromebook: Defective Damaged

Broken Screen Dark Screen Chrome OS Missing or Damaged Exposure to Liquid

Outer Case Damage Won't Charge Won't Turn On Other—Please Explain

I have Insurance Yes No

I understand that I am responsible for all damages or repairs, unless verified by school staff.

Signature _____ Date _____

Office Use Only:

Asset Tag/Serial Number _____ Date _____

Received by: _____ Amount Billed _____

Technology: _____

Notes: _____
