

Technical Services/Needs Work Request Form

East Carroll Parish School District



The following form should be completed to request technical assistance for any location. Please complete the form to report any technical difficulties with your classroom equipment and or assigned office equipment. This form must be completed thoroughly so that we can fully understand your technical issues and to expedite your request for service. Every attempt will be made to resolve your problem quickly. **(PLEASE TYPE OR PRINT & SUBMIT YOUR COMPLETED FORM TO YOUR LOCATION'S TECHNICAL SUPPORT CONTACT PERSON)**

Date of Request: ___/___/___

Contact Information:

Name: _____

School: _____ Room #: _____

Email: _____

Device Information:

Equipment Experiencing Difficulty: _____

Make: _____ Model: _____

Operating System: _____ State Tag Number: _____

General Description of Service(s) Requested:

Technician's Signature

Date