



RE: REPAIR/DAMAGED/LOST Device

Dear Parent or Guardian,

Our records indicate that the Waco ISD device that was issued to your student has been damaged, broken, or is missing.

The following student device _____ was issued to _____, ID# _____, for the 2021-2022 school year.

Description of Damages:

- | | |
|--|--|
| <input type="checkbox"/> iPad charge cable (\$20.00) | <input type="checkbox"/> Chromebook replacement (\$175.00) |
| <input type="checkbox"/> iPad charge block (\$20.00) | <input type="checkbox"/> iPad replacement (\$200.00) |
| <input type="checkbox"/> iPad cases (\$30.00) | <input type="checkbox"/> Windows device replacement (\$200.00) |
| <input type="checkbox"/> Power cord laptops/CB's (\$25.00) | <input type="checkbox"/> T-Mobile hotspot replacement (\$150.00) |
| <input type="checkbox"/> Screen repair (\$25.00) | |
| <input type="checkbox"/> Broken Casing (\$50.00) | |

Total amount owed: _____

If lost or missing, please return this letter and the missing equipment to the campus to avoid charges.

**Technology Services
112 South 6th Street
Waco, Texas 76701
254.755.9599**

If you are unable to locate the missing equipment, you may bring a **check or money order only**, payable to Waco ISD or visit the QR code and make electronic payment. Please contact Technology Services to make your payment or set up a payment plan.



We appreciate your attention to this matter. If you feel you have received this letter in error, please contact Technology Services so that we can assist you in working through this matter as quickly as possible.

Thank you.

Jerry N Allen, M. Ed.
Executive Director of Technology Services
Waco Independent School District: Technology Services