Student Chromebook Problem 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 _____

Problem with Chromebook: ☐ **Defective** ☐ Damaged

☐ Keyboard ☐ 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.

Student Signature _____ Date _____

Office Use Only:

Asset Tag/Serial Number _____ Date _____

Received by: _____ Amount Billed _____

Technology: _____

Notes: _____

_____