



RICHLAND ONE

Student Laptop Damage Device Report

February 4, 2025

This report must be attached as a file to each [One to One Plus](#) ticket when a student device is being submitted for repair. This report must be attached to the device.

Tickets submitted without this report will not be processed until the report is uploaded. This report must be signed by both the student and an administrator.

Student Name:

Student ID Number:

School:

Fixed Asset Number:

Service Tag:

Date of Incident:

Description of damage: *Example: Screen shattered, and hinges broken.*

How damaged occurred: *Example: Student John Doe was in class and another student walked by and knocked John's laptop off his desk. The screen was shattered, and hinges broken.*

Has this student device been repaired previously for this school year?

Yes (How many times?) No I am not sure

Student signature:

Date:

Administrator signature:

Date:

Must be signed by the principal or assistant principal.