

Chromebook Repair Request



The Student fills out this form legibly and tapes it to their device.

This form is **NOT** an IT help ticket. It is an internal form to send information to the Device Coordinator on your campus so a ticket can be created. Students, complete this form with a period or information so the Coordinator can return the device to you.

Student Name:		Date:
ID:	School:	
Period:	Teacher:	Room:
<i>If the tags have been removed, type ALT V at the login screen to see the asset tag and serial number. It will appear in the upper right in small print.</i>		
Asset Tag Number:		
Service Tag Number:		
My parents have purchased the \$30 Protection Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No The credit must show in MySchool Bucks as paid during the open enrollment time frame.		
How much will it cost to fix it? For an updated price list, go to Billing Diagram .		

Select the issue(s)

- TouchPad Bezel/Palmrest cracked Broken Ports/Camera/Speaker
 Missing Keys/keyboard problem Cracked Screen
 Broken chassis or hinges-Computer Case
 POWER: Won't power on. I already tried a different charger, left it to power overnight, and made sure the plug-in was connected.

Other:

TEACHER or PRINCIPAL

Please collect the information and/or Chromebook/Tablet from the student. Tape this to the Device. Take it to the Device Coordinator according to your campus's process.

“Talent wins games, but teamwork and intelligence win championships.”

- Michael Jordan