

Instructions for Submitting a Damaged iPad

1. First Name, Last Name, Building, Home Room Number, Grade and Asset Tag Number (found on back of iPad)
2. Circle Damage Number
3. Circle Damages ie: screen protector, headphone jack stuck in port, etc.
4. Circle Additional Damages ie: case
5. Send signed claim form back to school along with payment (CC not accepted at this time)
6. Your child will receive a loaner iPad.
7. Loaners will be collected at the end of each day. Loaners can NOT go home OR be kept in the classrooms