

Chromebook Checkout Form

Student Information

Name: _____
School: _____

Grade: _____

Parent/Guardian Information

Name: _____
Email: _____

Phone: _____

Terms and Conditions

- The Chromebook is the property of Sanders Unified School District and is provided for educational purposes only.
- The Chromebook must be returned on or before the specified end date in the same condition as received, allowing for normal wear and tear.
- Any damage, loss, or theft of the Chromebook must be reported immediately to the school.
- The student and parent/guardian are responsible for following the district's Acceptable Use Policy.
- Failure to comply with the Acceptable Use Policy may result in disciplinary action and/or financial responsibility for repair or replacement
- The Chromebook is to be picked up and dropped off at the district office during specified hours.

Acknowledgment and Agreement

I, the undersigned, have read, understand, and agree to the terms and conditions outlined above. I acknowledge that Sanders Unified School District #18 is not responsible for any issues arising from the use of the Chromebook outside school premises.

Parent/Guardian Signature: _____

Date: _____

Administrative Use Only (To Be Completed by School Administration)

Purpose of the Loan: _____

Date of Checkout: _____

Expected Return Date: _____

Approval Authorization

Principal Signature: _____
Date: _____

☐ Approved ☐ Denied

IT Director Signature: _____
Date: _____

☐ Approved ☐ Denied

Equipment Record (To Be Completed by the IT Department)

Chromebook Model: _____
Checkout Date: _____
Condition at Checkout: ☐ Good ☐ Fair ☐ Poor

Serial Number: _____
Checked Out By: _____

Return Date: _____
Condition at Check-In: ☐ Good ☐ Fair ☐ Poor

Checked In By: _____

Follow-Up Required: ☐ Yes ☐ No

If yes, describe: _____