

SWCS COMPUTER LOSS OR DAMAGE REPORT

Student's Name: _____ Date _____

Grade: _____

Choose one:

_____ Lost Stylus (I lost my stylus and need to buy a new one)- \$20.00

_____ Lost Charger (I lost my charger and need to buy a new one)- \$30.00

_____ Lost Bag (I lost my laptop bag and need to buy a new one)- \$25.00

_____ Lost Laptop (I lost my laptop and need to buy a new one)- \$375.00

_____ Damaged Stylus (explain below how damage occurred)

_____ Damaged Charger (explain below how damage occurred)

_____ Damaged Laptop (explain below how damage occurred)

Incident Description: (dropped, spilled, stopped working, etc.)

Student Signature: _____

IT Dept. Follow-up:

For Office Use Only:	
Original form to IT Dept	Date/Initials
Copy Mailed Home	Date/Initials

TURN COMPLETED FORM INTO MAIN OFFICE