

iPad Repair & Service Form

ticket #

STEP 1: Student & Family Information

Student Full Name:

Contact Email:

Parent/Guardian Full Name:

Primary Phone:

School:

Asset label number:

STEP 2: Identify All Issues

Physical Damage

- ☐ Cracked screen
- ☐ Liquid damage
- ☐ Port or charging issue
- ☐ Case/keyboard/trackpad

Performance Issues

- ☐ Battery
- ☐ Device or app freeze
- ☐ Wi-Fi/connection issue
- ☐ Other

Describe when and how the issue(s) started:

STEP 3: Protection Plan & Fees

- ☐ ☒ **ENROLLED**
iPad Protection Plan
1st Repair: \$0
2nd Repair: \$150

- ☐  **WAIVED**
iPad Protection Plan
Family is responsible for
all costs - max. \$433.

- ☐  **Lost or Stolen, Theft and Vandalism**
A police report is
attached to this form.

STEP 4: Drop-Off Instructions

Community Education Office
Meadowview Elementary
6100 195th St W
Farmington, MN 55024

Summer Hours
Monday – Thursday
9:00 a.m. – 3:00 p.m.
Closed Fridays and holiday

Before You Arrive

Back Up Data: Repairs may result in a device reset.
Clean Device: Remove personal stickers, debris, and grime.
Bring Charger: If the issue is power-related, bring district-issued charging cord and brick

Internal Office Use Only

Date Received:

Received By:

Asset Tag/Serial