Technology Device Return Form

Form to be completed and returned with the technology device at the school site.

Student/Technology Device Equipment Information: (to be completed by student/parent)

Student ID#: _____ School: _____

Student Name: _____ Grade: _____

Check items returning: ☐ Chromebook ☐ Tablet Asset ID#: _____

☐ WiFi Hotspot Asset ID#: _____

Please describe any known problems/defects with the technology device below, so that all necessary repairs can be made to the device.

Does the device power on normally? ☐ Yes ☐ No Does the battery charge properly? ☐ Yes ☐ No

Any damage to the display screen? ☐ Yes ☐ No Does the keyboard work? ☐ Yes ☐ No

Any defects to charging cable? ☐ Yes ☐ No

Device Replacement $350	Cracked Screen $75
Chromebook Charger $25	Tablet Charger $20
Hot Spot Replacement $50	Keyboard Replacement $25

☐ Other issues (describe briefly below):

_____

_____

_____

Parents/guardians/students are responsible for the cost of repairs that are the result of damage beyond "normal wear" to the device or power supply/cord. In the event the device was lost or stolen, the parent/guardian/student is responsible for the cost to replace it. A technology device will not be issued in the following year until payment is received.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

This area to be completed by staff	
Check all items that apply when technology is returned to the school by the student. Device and accessories must be in working order without any damage beyond normal wear and tear.	
☐ Technology Device(s)	☐ Charging Cord (including power brick for Chromebook)
Damage to Screen: ☐ Yes ☐ No	Above Normal cosmetic damage: ☐ Yes ☐ No
Comments:	

Staff Signature Receiving Device: _____ Date: _____