

# Student Chromebook Problem Form

This form should be used when a student Chromebook is defective, damaged, or needs repair. A second Chromebook will be issued to a student while the first is evaluated. Receiving a second “loaner” Chromebook does not resolve student from liability for the first device. Student will be notified by school staff on how to proceed for the first Chromebook.

**Student Section: Please fill out all parts in the section below**



Today's Date: \_\_\_\_\_

Student's Last Name \_\_\_\_\_

Student's First Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Chromebook Number \_\_\_\_\_

**Problem with Chromebook:** ☐ Defective ☐ Damaged

☐ Broken Screen ☐ Dark Screen ☐ Chrome OS Missing or Damaged ☐ Exposure to Liquid

☐ Outer Case Damage ☐ Won't Charge ☐ Won't Turn On ☐ Other—Please Explain

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**I have Insurance** ☐ Yes ☐ No

I understand that I am responsible for all damages or repairs, Unless verified by school staff.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Office Use Only:

Asset Tag/Serial Number \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_ Amount Billed \_\_\_\_\_

Technology: \_\_\_\_\_

Notes: \_\_\_\_\_

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