Technology Repair Request

Name_____   **Date** _____

School_____**Computer Make/Model** _____

Operating System   **Windows** _____   **Mac** _____   **Other** _____

Type of Problem (Select Source)   **Hardware**   **Software**   **Internet**   **Network**

Printer   **Other** _____

Describe the problem:_____

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Steps you've taken to solve the problem: _____

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Submitter Signature:_____**Principal Signature** _____

Office Use

Date Received_____**Action Taken** _____

Date Problem Solved_____**Alternative Solution** _____

Both the submitter and the Principal must sign this document before a request is sent to the Technology Department. The submitter should fill and sign the request, then email or share it with their principal. The principal will then review, sign, and _email_ the request to the Technology Department. By typing your name in the signature line you agree that all statements you provided are true. Questions regarding the request process can be directed to either your principal or the Technology Director (435) 433-6984 or mallen@tintic.org