Form to be completed at the school site when technology is being returned by the student.

|  |  |  |  |
| --- | --- | --- | --- |
| Student/Technology Equipment Info: (to be completed by the student) | | | |
| Student: |  | School: |  |
| Student ID#: |  | Grade: |
| *Circle one:* | iPad Chromebook | Barcode #: |  |

Technology Collection Checklist: (to be completed by school employee)

Enter date technology is returned here: Initial of School Employee:

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.

|  |  |  |  |
| --- | --- | --- | --- |
| iPad Checklist | | Chromebook Checklist | |
|  | iPad charged and turns on. |  | Chromebook charged and turns on. |
|  | All passcodes have been removed. |  | Chromebook sleeve returned. |
|  | iTunes and iCloud accounts have been logged out of. |  | Chromebook power cord returned. |
|  | iPad cable returned. |  |  |
|  | iPad charging plug returned. |  |  |
|  | iPad case returned. |  |  |

\*If any items returned have damage requiring repair or replacement please complete page 2 and 3 of this document.

Damaged Technology and Repair Checklist:

\_\_\_\_\_\_My student’s Chromebook or iPad will be repaired by an insurance company. Proof of insurance and a completed claim form is required, please include copies with this form.

☐Claim form attached

Insurance Company: Claim #:

\_\_\_\_\_\_My student’s Chromebook or iPad will be repaired by the District for an assessed damage fee (see table).

|  |  |  |
| --- | --- | --- |
| Repair Description | | Price  (if no insurance purchased) |
|  |  |  |
|  | iPad – Damaged beyond repair | $479 |
|  | iPad – Power Adapter | $19 |
|  | iPad – Lightning to USB cable | $19 |
|  | iPad – Screen Damage | $120 |
|  | iPad – Sound Jack repair | Cannot be repaired |
|  | iPad – case damaged beyond repair | $24 |
|  |  |  |
|  | Chromebook – Damaged beyond repair – Enterprise Lic. Not included | $230 |
|  | Chromebook – sleeve damaged beyond repair | $12 |

Parent Signature: Date:

|  |  |  |
| --- | --- | --- |
| Repair Description  Dell | | Price  (if no insurance purchased) |
|  |  |  |
|  | Chromebook – LCD ( Screen replacement ) | $39.50 |
|  | Chromebook – Keyboard w/ palm rest | $64 |
|  | Chromebook - A/C supply w/o cord | $35.50 |
|  | Chromebook - Battery | $35.50 |
|  | Chromebook – glass bezel | $45.75 |
|  |  |  |
|  | Tax, shipping and labor not included includedincluded |  |
|  | HP |  |
|  | Chromebook – LCD ( Screen replacement ) | $39.50 |
|  | Chromebook – Keyboard w/ palm rest | $49 |
|  | Chromebook - A/C supply w/o cord | $20.50 |
|  | Chromebook - Battery | $29.75 |
|  |  |  |
|  | Tax, shipping and labor not included |  |
|  | Lenovo |  |
|  | Chromebook – LCD ( Screen replacement ) | $42.50 |
|  | Chromebook – Keyboard | $46.50 |
|  | Chromebook - A/C supply w/o cord | $19.50 |
|  | Chromebook - Battery | $94.00 |
|  |  |  |
|  | Tax, shipping and labor not included |  |