

**Damaged and/or Non Working Device Form**

**Student Name:** \_\_\_\_\_

**Building Student Attends:** \_\_\_\_\_

**Date this form is being submitted:** \_\_\_\_\_

**Person submitting this form and relationship to student:** \_\_\_\_\_

**Please describe the issue of what is not working:** (Eg: screen is cracked and can't see my work, unable to hear sound at any time, keys are stuck, won't turn on, etc.)

**Please describe any incident that occurred that you know of that may have caused this issue:**  
(accidentally dropped it, coffee spilled on it, no known occurrence-just stopped turning on, etc.)

**Is there any additional information that you can provide to help us determine the root cause of the issue?**

\*Our policy is to collect all devices and assess the device for any extenuating circumstances. If the issue is related to a product defect or known issue, we will simply service the device with no additional charges. If the issue seems to be outside of regular use, a charge may be assessed by the administration as per the agreement that was signed at the time of the device request. Unless there are extenuating circumstances, a replacement or loaner device will be issued to help maintain access to educational content and services.

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**Office Use Only**

**Office Staff who is receiving this form:** \_\_\_\_\_

**Additional details of which the technology department should be aware:**

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