



# ELEMENTARY TECHNOLOGY DEVICE REPAIR FORM

Asset Tag Number \_\_\_\_\_

Date \_\_\_\_\_

Teacher \_\_\_\_\_

Type of Device  iPad

desktop

laptop

## Problem with Device

### Hardware

- broken screen
- broken case
- broken keyboard/key missing
- other \_\_\_\_\_

### Device Inoperable

- will not power on
- will not charge
- warning message
- Internet connection problems

Brief description of problem \_\_\_\_\_

\_\_\_\_\_

### *For LMS Use Only*

Was a loaner computer provided?

YES  NO

Loaner Asset Tag Number \_\_\_\_\_

Did the LMS repair the problem?

YES  NO

Description of repair \_\_\_\_\_

\_\_\_\_\_

Was a Tech Ticket Submitted

YES  NO

Tech Ticket Submission Date \_\_\_\_\_

Library Media Specialist Initials \_\_\_\_\_

(LMSs should keep this form on file for records)