

HIGH SCHOOL DELL LATITUDE CHECK IN

NAME: _____ ID: _____ ASSET: _____ 7th HOUR: _____

STAGE 1: TO BE COMPLETED BY 7th HOUR TEACHER

ITEM	STATUS	DAMAGE EXAMPLES
Dell Latitude 3189	<input type="checkbox"/> Turned in and appears fine	<ul style="list-style-type: none"> • Cracked screen • Missing/damaged keys • Stickers/markings on device • Other obvious damage <p><i>It is NOT necessary that students have a case/cover for their device.</i></p>
	<input type="checkbox"/> Turned in and appears damaged	
	<input type="checkbox"/> Not turned in	
Power Adapter	<input type="checkbox"/> Turned in and appears fine	<ul style="list-style-type: none"> • Frayed or split cords • Discolored or burned
	<input type="checkbox"/> Turned in and appears damaged	
	<input type="checkbox"/> Not turned in	
Power Cable	<input type="checkbox"/> Turned in and appears fine	<ul style="list-style-type: none"> • Frayed or split cords • Discolored or burned
	<input type="checkbox"/> Turned in and appears damaged	
	<input type="checkbox"/> Not turned in	

Note that additional charges may apply if damage is noted during stage 2 inspection by technology staff.

TO BE COMPLETED BY STUDENT

Are there any issues with your computer that need to be fixed (examples include sticking keys, bad USB port, etc.)?

STAGE 2: TO BE COMPLETED BY TECHNOLOGY STAFF

Returned (Check all items returned)	Amount Charged	Explanation of Damage or Loss	Additional Notes for Technology
<input type="checkbox"/> Dell Latitude 3189 \$75 - 1st Breakage \$200 - 2nd Breakage \$500 - Full Replacement Not Returned: \$300 - 1st Occurrence \$500 - 2nd Occurrence/ Full Replacement			
<input type="checkbox"/> Dell Power Adapter \$50 - Full Replacement			
<input type="checkbox"/> Extension Cable \$19 - Full Replacement			
Total Amount Due:			Entered in Destiny YES NO