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)