



SJCSD Student Technology Device Damage or Loss Report Form

This section to be completed by the Parent/Guardian:

Student Name _____ Grade _____

School Name _____ (where device came from)

Parent Name _____ Phone _____

Parent Email _____

Parent Signature _____ Date _____

Computer or Hotspot Make/Model _____

Computer or Hotspot Serial Number _____

- Is the device Damaged?
 Lost? (attach copy of police report) or
 Stolen? (attach copy of police report)

Please describe cause of damage, loss or theft (include all details such as location, witnesses)

--- This section to be completed by the School Tech Support Specialist---

School Tech Support Specialist Name: _____

Repair Information _____

Device put into service date: _____ (Month/Year)

Net book value adjustment (if applicable): _____ (% off initial cost)

Repair cost: \$ _____

Replacement cost: \$ _____ (if applicable) (\$84.00 for Hotspots)

Final Cost to Parent to Repair or Replace (as applicable): \$ _____