



# Student Equipment Work Order

Please complete the following Student Equipment Work Order to the best of your ability. Failure to complete the work order entirely could delay the response time for repair. Thank you.

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

Student's School: \_\_\_\_\_

Serial Number of the Device: \_\_\_\_\_

Device Type: Circle One

Chromebook

Internet Hotspot

IPAD

Please enter a brief description of the problem:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the student is having problem accessing a site that other student can access please send the technology team an email. **Please DO NOT SEND the device for repair.**