Connect for Success-A Title I Digital Enterprise Laptop Computer Parent Help Request Form

Parent Name: _______________ E-Mail: __________________

Student Name: _______________ Date and Time: _______________

Teacher: ______________________ Grade: ________________

Problem is: hardware software don’t know

Briefly describe problem:________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Who returned the computer to the school for help? ____________________________

For school use only:

Property Record Tag # _______________ Tech Help Ticket # _______________

What action was taken? (Briefly describe tech help needed):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Was problem resolved? Yes No (If no, fill out information below)

Re-Imaged: Yes No

Work Order Issued: Yes No

Loaner Issued: Yes No PR# _______________ To: __________________________

Date: __________________________

Date Loaner Returned to School: _______________ From: __________________________

Computer Returned to: _______________ Date and Time: _______________

Liaison Signature: __________________________________________________________________________