

PERKINS-TRYON PUBLIC SCHOOLS

REQUEST FOR DEVICE REPAIR

Requester Information

DATE:	SCHOOL:
REQUESTED BY:	CLASSROOM/CART:

Device Information

DEVICE TYPE:	SERIAL #:
UNIQUE ID:	CASE COLOR (iPads):

Description of Issue

Check all that apply:

Hardware

- Broken screen
- Case cracked/damaged
- Keyboard damaged/missing key
- Other

Device Inoperable

- Will not power on
- Will not charge
- Warning message
- Internet connection problem

Additional Information

IT DEPARTMENT USE ONLY

Was a loaner device provided: yes / no
If yes, asset tag: _____

Was device repaired: yes / no
If no, reason: _____

Other Comments: _____

Signature: _____ Date: _____