



HCS D Chromebook Repair Form



Please fill out this form when a Chromebook is defective, damaged, or need of repair. A “loaner” Chromebook may be issued to a student while the first is being evaluated & repaired. Students are responsible for both the liability of the loaner device as well as their original Chromebook. School staff will notify students when their device has been evaluated and/or repaired via the contact information provided below.

Student Section (All Fields are Required)		Today's Date:	School:
Last Name:	First Name:		Student ID:
Student Email Address:		Contact Phone No: <i>For repair pickups</i>	
Chromebook Asset No:			<i>found on bottom of Chromebook as shown here</i>
Chromebook Issue:	Defective	Damaged	Unknown
Problem Category: <i>check all that apply</i>	App / Software Behavior Chrome OS Missing or Damaged Keyboard (missing keys) Screen Issue (cracked)	Battery or Charge Exposure to Liquid Not Charging Trackpad or Mouse	Case Damage Internet Access Power Cord
Describe the Issue: <i>Provide as much details as possible in this space</i>			
<p>By signing this form, I understand that I am responsible for all damages or repairs associated with the Chromebook unless it is determined to be defective in which case EMUHSD will cover all repairs.</p> <p>Student Signature: x _____ Date: x _____</p>			
Office Use Only			
Loaner Provided Yes No	Under Mfr. Warranty Out of Warranty	Tech Assigned: Repairable No	Billable No Pay Amount \$ _____
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