



# BURBANK UNIFIED SCHOOL DISTRICT

Technology Services

## Tech Device Return Form

Please complete ALL fields and secure to equipment (tape/rubber band)

School \_\_\_\_\_ Date \_\_\_\_\_

Student name \_\_\_\_\_

Returned by \_\_\_\_\_

### Chromebook Return

Please make sure the  logo is on the power adapter

Asset tag or S/N # \_\_\_\_\_

Received \_\_\_\_\_ Missing \_\_\_\_\_

- 1 Power Cord
- 2 Power Adapter
- 3 Chromebook



### HOTSPOT Return

Asset tag or S/N# \_\_\_\_\_

#### Alcatel Linkzone or Linkzone 2 – THREE items

Received \_\_\_\_\_ Missing \_\_\_\_\_

- 1 USB Cable
- 2 Power Adapter
- 3 Hotspot



#### Franklin T9 – TWO items

Received \_\_\_\_\_ Missing \_\_\_\_\_

- 1 Power Adapter
- 2 Hotspot



Returnee report of known problems \_\_\_\_\_

Returnee signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

### CHECK-IN PROCESS

- Turn on the Chromebook – Screen is on and no cracks or other signs of damage?
- Run your fingers across all keys – Checking for any broken keys?
- No other signs of damage? Camera looks fine, no cracked casing, corners are fine/no impact.

### DAMAGE ASSESSMENT AND PARENT/GUARDIAN CONTACT

Issue/s \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

- Aeries: If checked out to a different student \_\_\_\_\_
- Updated Aeries with damage and costs from the intranet or Technology Services.
- Completed school In Debt process.
- Informed parent/guardian on \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_ Staff Member \_\_\_\_\_

This entire form must be completed. Receipts: Have parent take a picture or fill-in a second form. RV 5/2021