

CHROMEBOOK DROP-OFF

PLEASE TAKE CHROMEBOOK OUT OF THE CASE.

CLEAN OUTSIDE OF DEVICE TOP AND BOTTOM AND CLEAN KEYBOARD AND SCREEN WITH WIPES. IF YOU NEED ASSISTANCE SOMEONE FROM THE TECH DEPT. CAN ASSIST.

PLEASE FILL OUT THE FORM AND PUT INSIDE THE CHROMEBOOK.

TECHS WILL TRY TO FIX THE CHROMEBOOK ON-SITE. IF THE CHROMEBOOK CANNOT BE FIXED, A LOANER WILL BE ISSUED.

TECHS WILL BE WEARING GLOVES WHILE HANDLING THE CHROMEBOOKS AND WILL SANITIZE THE CHROMEBOOKS BEFORE RETURNING IT TO YOU.

CHROMEBOOK REPAIR INFORMATION SHEET

IF REPAIR IS GOING TO TAKE LONGER THAN 10-15 MINUTES, PLEASE WAIT PATIENTLY IN YOUR VEHICLE. TECHNICIANS WILL CALL YOU WHEN REPAIRS ARE COMPLETE.

WE WILL TRY OUR BEST TO GET YOU IN AND OUT WITHIN 15 MINUTES.
THANK YOU FOR YOUR UNDERSTANDING.

PARENT/GUARDIAN NAME:

BEST CONTACT NUMBER:

STUDENT NAME/BUILDING:

CHROMEBOOK ISSUE: