

## Teacher Laptop/Computer Summer Maintenance Form

In order to ensure communication for your devices - please answer all questions. Leave this form inside your laptop.

- Teacher Name: \_\_\_\_\_
- School: \_\_\_\_\_
- Power Cord (must return power cord) is labeled: \_\_\_\_\_
- Are you leaving a case? \_\_\_\_\_
- Label your computer with your name: \_\_\_\_\_
- Teacher Information:
  - UserName: \_\_\_\_\_
  - Password: \_\_\_\_\_
- Have you cleaned up old files, pictures, music and backed up your data to either a server, flash drive, dropbox or similar: \_\_\_\_\_
- Do you want to be contacted to pick up your laptop when it is completed \_\_\_\_\_
  - If yes - email where we can reach you:
  - \_\_\_\_\_
- List any specific problems you are having with your laptop:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**TURN THIS FORM OVER AND COMPLETE OTHER SIDE**

- List any specific problems you are having with your Promethean/Smart Board

Clearly identify the computer and the room #:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- List any specific problems you are having with any Student Use Computers.

**Clearly identify the computer and the room #:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_