

Holy Cross Catholic School
Laptop Repair Request
Please submit this form and your laptop to Tech Lab #33

STUDENT SECTION:

Today's date	
Student's Name	
Login ID	
Password	
Laptop Number	
Laptop Serial No.	
Homeroom Teacher	
Detailed Description of the problem(s): <i>Please be specific by indicating any error messages, programs in use at the time, frequency of problem, etc.</i>	1. Problem:
	2. Program in use:
	3. Error Message:
Where did this problem occur?	Home _____ School _____ Other (be specific) _____

IT SECTION:

Loaner #	
Student Signature @Drop-off	
Drop-off Date/Time	
Pick-up Notification Date/Time	
Pick-up Date/Time	
Student Signature @Pick-up	
FOR IT USE ONLY:	
Date/Signature	