Moody High School

C5 Laptop Program

LAPTOP INCIDENT REPORT

This form must be complete by students or staff when reporting an incident relating to Laptops. Please follow up with a help ticket if required. This form is to be kept on record at the school.

Name: _____ user name: _____

[ ] Teacher [ ] Student

Laptop Serial Number: _____ Laptop tag #: _____
remove the battery white label

Laptop County Property Number: _____
green label

Nature of incident: [ ] Loss [ ] Damage [ ] Malfunction

Date of incident: _____ Time: _____

Location: _____

Name of person who discovered/experienced incident: _____

Description of Incident:

- Include details of where the laptop was at the time and full details of what occurred.
- If the laptop is not working, describe what the problem is and if you know what may have caused the problem.

_____

_____

_____

_____

Student's Signature: _____ Date: _____

Parent's signature: _____