



HATCH VALLEY PUBLIC SCHOOLS

All Students Empowered to Succeed

Technology Incident Form

Computer/Equipment Model # _____

Computer/Equipment Serial # _____

Helpdesk Ticket # _____

This form is required to be filled out on all Technology Equipment that needs repair due to breakage or damage.

1. Who is/was the equipment checked out to, if a student, please attach a copy of the signed HVPS Student Computer Checkout Form?

2. Please describe what happened to cause the damage to the equipment. If more space is needed please provide additional space on another sheer of paper.

Print Name: _____ Date _____

Signature _____

Principal: _____

Principal Signature: _____

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