

ERIE's PUBLIC SCHOOLS ■ INFORMATION TECHNOLOGY DEPARTMENT ■ DEVICE RETURN FORM3325 Cherry Street Erie, PA 16508 • EPSSupport@eriesd.org (email) • 814-874-6186 (fax) • 814-874-6801 (phone)**TO BE COMPLETED and included with every device return in a device return bag.**

DATE: _____ BUILDING: _____ ASSET TAG: _____

STUDENT NAME: _____ ID# _____

REASON FOR RETURN: ☐ DEFECTIVE ☐ DAMAGED ☐ LEFT DISTRICT ☐ OTHER _____CHARGER STATUS: ☐ IN BAG ☐ LOST ☐ DAMAGED ☐ NOT EPS ISSUED CHARGER

COMMENTS: _____

Please use back side of form for any additional comments.

REMINDERS: ALL equipment should be returned/collected with student devices (charger, cables, bricks)**DO NOT** delete asset tag number of the returned device from IC.**DO NOT** assign a returned device to a new student. **ALL** returned student devices should be placed in the IT returns bin to be picked up by the IT Department.**DO** enter a new asset tag number, date and device type in IC when assigning a new device to a student.**DO** write the student's name on the provided assigned to label on the back of the device.**TO BE COMPLETED BY THE IT DEPARTMENT. An obligation should be applied to the above student's record under the IC Fees Tab for replacement/repair cost(s) as follows.**

- | | |
|--|--|
| <input type="checkbox"/> Lost iPad — \$244 | <input type="checkbox"/> Damaged iPad — \$100 first accidental incident |
| <input type="checkbox"/> Lost Chromebook - \$115 | <input type="checkbox"/> Damaged Chromebook - \$100 first accidental incident |
| <input type="checkbox"/> Stolen iPad — Filing of police report and \$244 | \$175 second accidental incident \$250 each accidental incident after |
| <input type="checkbox"/> Stolen iPad — no police report, full replacement cost \$294 | <input type="checkbox"/> Lost or damaged iPad charging block \$19 and/or charging cable \$19 |
| <input type="checkbox"/> Stolen Chromebook — Filing of police report and \$115 | <input type="checkbox"/> Lost or damaged Chromebook power adapter \$45 |
| <input type="checkbox"/> Stolen Chromebook — no police report, full replacement cost \$165 | <input type="checkbox"/> Damaged protective iPad case — \$35 |

OBLIGATION AMOUNT TO APPLY \$ _____ OBLIGATION REASON: _____

FOR SCHOOL USE ONLY, WHEN APPLICABLE:☐ COPY of form scanned to EPSSupport@eriesd.org to report a **lost** or **stolen** device.**FOR ITD USE ONLY, IF APPLICABLE:** ☐ INVENTORIED ☐ IC VERIFIED & REMOVED ☐ INSPECTED and UPDATED
☐ ENTERED INTO DAMAGED/ DEFECTIVE/ LOST FORM ☐ DISABLED

☐ BUILDING ADMINISTRATOR(S) AND SECRETARY(S) will receive a copy of this form from the IT Department when a device obligation is necessary upon inspection. Please contact the IT Department with any questions about the notification.