



## Chromebook Return Form

Please have this form completed and with you on Chromebook Collection Day

Print Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Chromebook Asset Tag : M\_\_\_\_\_ (silver sticker affixed to bottom)

Chromebook Name : \_\_\_\_\_ (white label affixed to top)

Any known issues or Damage to device: (Please describe below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\* Please be sure charger is the correct one for the Chromebook and is connected \*\***

By signing my name below, I certify that I have read the above information and any questions concerning these issues have been discussed with the tech on hand. My signature also certifies my understanding of and agreement with the above information. I understand that any missing components and/or damages to the Chromebook will be charged and invoiced to my account and I will be responsible for payment prior to graduation. By signing below, I understand that any charges unpaid will result in the withholding of my diploma until payment is made in full.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by Tech/Staff on Collection Day

Item(s) Checklist:

\_\_\_\_\_ Chromebook

\_\_\_\_\_ Charger (Power Brick)

\_\_\_\_\_ Chromebook Case (if provided)

Staff/Tech Signature: \_\_\_\_\_