

RIVERVIEW SCHOOL DISTRICT

DEVICE REPAIR REQUEST

Today's Date: _____ Date Problem was noticed or began: _____

Student Name: _____ Building/Grade: _____/_____

Student LOGIN ID#: _____ Riverview School District Tag#: _____

DO NOT RETURN THE POWER CORD UNLESS IT IS REGARDING A POWER ISSUE

Please answer the following questions:

Please describe what you were doing when the issue happened (ex: typing a word document; on the internet (which website); trying to save; etc.):

Please describe what is NOT working correctly, in your own words:

Did you receive an error message? *(If possible please take a picture of the error message and email it to ITHelpDesk@rsd.k12.pa.us with your full name)*

What specific areas are you experiencing these issues?

- Screen Keys Trackpad Network Connection Power Supply Updates
- Printing Other _____

Loaner Device RSD Tag #	Loaner Power Cord RSD Tag #	Date Issued:	Date Returned:

THIS SIDE IS FOR TECHNOLOGY DEPARTMENT USE ONLY

Date Device received:

Condition of returned DEVICE/power cord:

Installed items that do not belong?

Was DEVICE under warranty?

What specific areas need worked on/fixed?

Is Device able to be returned to the student?

Replacement Device and paperwork provided:

REPLACEMENT RSD Tag #	REPLACEMENT Power Cord RSD Tag #	Date PAPERWORK Issued:	Date PAPERWORK Returned:

RETURN/REPLACEMENT OF SCHOOL PROVIDED STUDENT DEVICE

TO: Building/Grade: _____/_____

Student Name: _____

THIS DEVICE WAS REPAIRED/REPLACED BY THE RSD TECHNOLOGY DEPARTMENT:

Device's Riverview School District Tag#: _____

Power Cord Included? _____

Power cord being returned for this student? Yes or No *(was not submitted with DEVICE)*

STUDENT LOANER DEVICE INFORMATION (for building office use only):

Loaner Device RSD Tag #	Loaner Power Cord RSD Tag #	Date Issued:	Date Returned:

RETURN/REPLACEMENT OF SCHOOL PROVIDED STUDENT DEVICE

TO: Building/Grade: _____/_____

Student Name: _____

THIS DEVICE WAS REPAIRED/REPLACED BY THE RSD TECHNOLOGY DEPARTMENT:

Device's Riverview School District Tag#: _____

Power Cord Included? _____

Power cord being returned for this student? Yes or No *(was not submitted with DEVICE)*

STUDENT LOANER DEVICE INFORMATION (for building office use only):

Loaner Device RSD Tag #	Loaner Power Cord RSD Tag #	Date Issued:	Date Returned: