

**Damage/Loss/Stolen Report for School Equipment**  
**WESTSIDE CHRISTIAN HIGH SCHOOL**

Student Name: \_\_\_\_\_ Report Date: \_\_\_\_\_

Incident Location: \_\_\_\_\_ Incident Date: \_\_\_\_\_

Item(s) Lost/Damaged/Stolen (check all that apply):

Laptop                       Power Adapter                       Other: \_\_\_\_\_

Incident description and information relative to loss/theft/damage:

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

Acknowledgment of billable charges for deductible or costs associated with device repair or replacement:

By signing below, the student and parent/guardian affirm the truth of the statement above as well as acknowledge that costs associated with the non-warranted repair or replacement of issued device will be billed toward the student's account. Should the device be covered by school-issued insurance, the billed fee will NOT be greater than the \$100 deductible. Non-insured fee will NOT be greater than the unit replacement cost of \$425.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Repair or replacement for cosmetic damage that does not affect functionality or user safety is not required, nor covered by insurance. Chromebook AC Adapter replacement cost is \$55. Questions regarding device repair or replacement should be directed toward the Director of IT, Lige Armstrong, [armstrong@wchsonline.org](mailto:armstrong@wchsonline.org).*

<b>FOR OFFICIAL USE</b>			
Device Asset Tag # _____	Depot Qualified: _____	Total Charges: \$ _____	
Work Order Summary: _____			
_____			
Cost: _____	Billed: Y / N	Date: _____	Ref: _____