



St. Michael Catholic School  
Laptop Damage Report

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

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Computer ID #: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Description of damage or loss:

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NOTE:

*I understand that I am responsible for certain costs related to damage/loss not covered by the warranty as specified in the **St. Michael Catholic School Laptop Program Student Handbook**.*

*I also understand that St. Michael Catholic School will arrange for all repairs from its vendor. I understand that I am prohibited from trying to repair the laptop on my own. I further understand that the School will not loan my child a MacBook for home use if any repair/replacement charges remain unpaid for more than 30 days.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Submit this form with damaged laptop to the Help Desk.