


HSRA Student Device Repair Form



Please fill out this form when a Student Device is defective, damaged, or need of repair. A “loaner” Device may be issued to a student while the first is being evaluated & repaired. Students are responsible for both the liability of the loaner device as well as their original device. School staff will notify students when their device has been evaluated and/or repaired via the contact information provided below.

Student Section <i>(All Fields are Required)</i>		Today's Date:		Advisor:	
Last Name:		First Name:			
Student Email Address:			Contact Phone No: <i>For repair pickups</i>		
Chromebook Asset No:				<i>found on bottom of Chromebook as shown here</i>	
Chromebook Issue:		Defective		Damaged	
				Unknown	
Problem Category: <i>check all that apply</i>	App / Software Behavior		Battery or Charge		Case Damage
	Chrome OS Missing or Damaged		Exposure to Liquid		Internet Access
	Keyboard (missing keys)		Not Charging		Power Cord
	Screen Issue (cracked)		Trackpad or Mouse		
Describe the Issue: <i>Provide as much details as possible in this space, including how the damage happened.</i>					
<p>By signing this form, I understand that I am responsible for all damages or repairs associated with the device unless it is determined to be defective or HSRA determines a hardship is place in which case HSRA will cover all repairs. Once completed please email this form back to your advisor or to technology@hsra.org.</p> <p>Student Signature: x _____ Date: x _____</p>					
Office Use Only					
Loaner Provided Yes No		Under Mfr. Warranty Out of Warranty		Tech Assigned: Repairable No	
				Billable No Pay Amount \$ _____	
_____ _____ _____					