Submit this form via fax to the Breathitt Bd. office (606) 666-2493, or email darrell.watts@breathitt.kyschools.us; phillip.watts@breathitt.kyschools.us
Also Send to arch.turner@breathitt.kyschools.us david.napier@breathitt.kyschools.us burley.hudson@breathitt.kyschools.us

Technology Repair Request Form
Breathitt County Schools

School _____   Name of person submitting request: _____   Room Number:

Date _____   Employee (if different from above): _____   Title 1: __Yes ___No

Computer	**Printer**	**Software**
Funding Source of equipment must be indicated above	Funding Source of equipment must be indicated above	€Problem with computer virus
Inventory Tag ID	Inventory Tag ID (If Available): _____	€Need Software installed (List Software below)
Location_____	Brand Name of Printer: _____	(List program below, Accelerated Reader, Open Book, STAR, Accelerated Math, etc. Lunch Box)
Service Tag of Computer (Warranty Purposes) ___ .	Location: _____	€Other (describe problem in detail)
€ Computer will not come on. Please circle your Windows software type: W95 W98 W2K XP	€ Printer making unusual noise	€STI (All STI questions at all schools go to Phillip Watts and Darrell Watts)
€ Monitor will not come on	€ Cannot print	
€ Monitor screen looks different (explain below)	€ Need to be connected to network printer	
€ Computer Freezes up (explain below)	€ Other (describe problem in detail)	
€ New Computer needs installed		**Other Problem(s) (Phone, etc.)**
€ Other (describe problem in detail)		

Email	**Network/Internet**	**For Office Use Only**
€ Need email account	€ I need an Internet line run to my room	Comments:
€ Need email password reset (Do Not email the password, please call for the password)	€ Can no longer get to Internet. No connection.	
Have an email account but need my computer set up to check for email	€Proxy Site inappropriate – Request it be blocked.	
€ Email is not working properly (describe problem below)	€ Need Internet connected to computers. How many?	Completion date:
€ Other (describe problem in detail)	€ Other (describe problem in detail)	Time In: _____ Time Out: _____
		Technician completing work: _____
		Work Order Number:_____

Address issues for BHS, RES and SMS to phillip.watts@breathitt.kyschools.us
Address issues for LBJ, MRC, HTS, CLEP, DJJ, DTC, Day Care, Football Den, Bus Garage, Central Office to Darrell.watts@breathitt.kyschools.us
All STI issues to darrell.watts@breathitt.kyschools..us and/or phillip.watts@breathitt.kyschools.us