

AJHS Laptop Technician Work Order Form

If your laptop is not working properly or has been damaged, you must complete this form and sign where requested. Take it and your computer to Mr. Brackin, AJHS Tech, in room 1210-directly across from the elevator in the main building. Office Hours: 7:40-8:00 a.m., between classes, or 3:25-3:40 p.m. Please Print.

Name: _____ Date: _____

Description of Problem: _____

- Wireless Logon Restarts/Updates Damage (Fill out below) Missing/Corrupt Files

Please do not fill out this area, unless your laptop has physical damage

When did damage occur? _____

Where was the laptop when the damage occurred? _____

How did the damage occur (be very specific)? _____

*Students/parents are responsible for the cost of repairs if needed.

Student Signature

Parent Signature

Date