

Computer:Teacher Laptop Procedure for Leaving a Building or the District

If a teacher has a district laptop assigned and leaves your building or the district, use the following procedure for technology accountability:

In District Transfer: Teacher is leaving your building but is assigned to another building in district

- Teacher: _____ Current Room: _____
- Current Building: _____ New Building: _____
- Laptop Identification: _____ Charger: _____

Technology will move this computer from your building inventory to the new building inventory. Teacher takes the computer and charger with them to the new assignment. Office sends this document to BJ Brooks or Linda Payne.

Teacher Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

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Leaving the District: Teacher is leaving the district. This device **MUST** be returned to the district and **NOT** kept by the building.

- Teacher: _____
- Current Building: _____ Grade Level/Subject Area: _____
- Laptop Identification: _____ Charger: _____

Teacher returns computer and charger to the office during checkout. The building returns the computer, charger and this document to CTAT to BJ Brooks or Linda Payne as soon as possible for reassignment to the replacement teacher.

Teacher Signature: _____ Date: _____

Administration Signature: _____ Date: _____

Received at CTAT: _____ Date: _____

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Computer reimaged by Tech
Date: _____ Tech: _____

Computer reassigned to _____ at _____

Comments: _____