



## CCA LAPTOP CHECK OUT

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Laptop Serial #: \_\_\_\_\_ Laptop # \_\_\_\_\_

Condition of Laptop: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| RECEIVED | STUDENT INITIAL | ITEM        | REPLACEMENT<br>COST |
|----------|-----------------|-------------|---------------------|
| Yes No   |                 | LAPTOP      | \$500               |
| Yes No   |                 | CHARGER     | \$30                |
| Yes No   |                 | LAPTOP CASE | \$20                |

Students are responsible for any damage above and beyond normal wear and tear to the above technology items and may be charged a fee for the replacement of the item(s) damaged. Report cards will be held until all fees are paid in full.

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

Date: \_\_\_\_\_

*Laptop replacement is student responsibility. Check with your homeowners insurance for possible coverage.*