

**EOC CHARTER HIGH SCHOOL
LAPTOP DEVICE (LTD) and HOTSPOT LOANER
PROGRAM:
Existing Damage Report Form**

Check whether a Laptop Device or a Hot spot.

Laptop Device

Hot spot

Student Name: _____ Date of Loss/Damage _____

Representative Name (If Applicable) _____

LTD Device Serial Number: _____

Description of Damage: _____

How was the LTD damaged or lost: _____

Note: The Student/Representative are liable for costs to repair or replace the LTD unless the Student/Representative have purchased the school's insurance for the device.

Student Signature: _____ Date: _____

Representative Signature (If Applicable) _____ Date: _____