



St Mary's Primary School

43 O'Donnell Ave

(PO Box 320)

Myrtleford Vic 3737

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Learning Technologies Incident Report Form

DAMAGE, LOSS AND REPAIR FORM

DATE:.....

HOMEGROUP:

STUDENT NAME:

ASSET NO:

Please indicate by ticking which of the following applies:

Laptop Lost/Stolen

Laptop Hardware Damaged

Laptop Requires Repair

DETAILS OF PROBLEM/INCIDENT (attach additional paper if necessary)

Student Signature

Parent Signature (Required for lost, stolen or damaged computer)

Police event number (if stolen):

Principal's Signature

Office use only

Date/Time received

Received by

A. Warranty

C. Accidental Damage

B. Lost or Stolen

D. Non Accidental Damage

ACTION TAKEN

DATE RETURNED..... **STAFF SIGNATURE**