

## Broken iPad Case or Glass Screen Protector Claim: 2021

<b>Student Device</b> Glass Screen Protector    Slim Combo iPad Keyboard Case    (please circle)			
Device number: S_____			
<b>Student Details</b>			
Student name:		Date:	Class:
iPad Passcode:		Student BCE password:	
<b>Parent Details</b>			
Parent name:		Contact number:	
<b>Details of the Incident</b>			
Nature of the incident: (Please circle)	Theft Loss	Damage Malfunction	Other
<b>Details of the Incident</b>			
Date of incident:	Location:	Home      School	(Please circle)
<b>Description of the Incident</b>			
<ul style="list-style-type: none"> <li>• Include full details of what occurred, where and when.</li> </ul>			
Cost of replacement: \$145 for Slim Combo. \$25 for glass screen protector			
<b>Submission Sign Off</b>			
Parent Signature		Student Signature	
Teacher/ Office Staff Signature			

For Office Use

Process	Date:		Date
1. Device handed in with completed Form		6. Invoiced? Yes/No	
		7. Invoice paid? Yes/No	
2. Hot Swap issued		8. If replaced – device catalogued through Library	
3. Device assessed		9. Device returned to student	
4. Device logged for repair/replacement		10. Hot Swap returned	
5. Device repaired or replaced		11. Hot Swap reset	