

WWP Teacher Laptop Hand in Sheet
Includes teachers in 6,7,8 + 9,10 at BB and DK

Teacher Name _____
Computer Asset Tag # _____
What is the age of your computer? Newer Model 4yr old
Model I don't know
Your Current School _____
Do you have a contract/assignment for next year? Yes No
If you have a contract, which school are you at? _____
What grade will you be teaching? _____
Summer Contact Phone Number _____
Please return your power adapter(s) with your laptop

Please change your password to the password given to you via the helpdesk when you call to schedule your appointment

Please note

- In the case where TS will be providing you another laptop we will transfer data in your User folder only to your new machine.
- It is your responsibility to backup your files to the network or external device.
- We will not be held liable for any loss of files or personally purchased music or movies on your District owned computer.
- teachers must return laptops to admin on the morning of or before June 30th
- teachers without an assignment/contract will not receive a laptop for summer use
- teachers in grade 8 (and 9 at middle schools) who currently have a ~1+ year old laptop will have their machines reimaged, scheduled in July for pickup
- teachers returning to grade 6/7 will get a brand new laptop, scheduled in July for pickup
- teachers in grade 8 or at the middle schools in 8/9 will receive a ~1+ yr old laptop wherever possible, scheduled in July for pickup
- teachers on special circumstances can apply in writing to Jarrod Bell for summer use by June 14th (email is fine). Confirmation to be returned by June 21st from myself. Must be on contract, and must arrange dates for swap. Teachers with a ~1+ yr old laptop for special circumstances will be required to swap before the end of June for a 4yr old laptop loaned for the summer only
- Pickup Date and Time can be scheduled by calling the Helpdesk at 250-263-6442.

Tech Services Notes

Swap Type: New 1+ yr old Keep Current None

New Computer Asset Tag # _____

Scheduled Pickup Date _____ after 1pm

Update Helpdesk for any asset changes upon completion.