



Baldwin County Schools Laptop Incident Report

Last Name	First Name	Student Username/Password

Date	Grade	BCBOE Asset Tag #	Serial Number	Loaner Laptop Asset Tag #

Homeroom	Accidental Damage	Incident	Parent Contacted	Date	Police Report/Date
	Yes / No	1 st 2 nd 3 rd +	Yes / No		Yes / No

Investigator/Help Desk Staff _____

Problem with Laptop: _____

Please describe what happened in detail: _____

Recommendation/Actions Taken
Note: If charges apply, cash or checks accepted. Please make checks payable to the school.

Administrator Signature /Date	Student Signature/Date	Parent Signature/Date

Technician Notes	Files Removed Yes / No	Password Changed Yes / No	Sent to Apple for repair Yes / No