



LOS ANGELES UNIFIED SCHOOL DISTRICT

REPORT OF DAMAGED/LOST/ STOLEN TABLET

School: _____ Date: _____

The following tablet has been: Damaged Lost Stolen

The tablet was issued to: _____ Serial Number _____

If issued to a student: Student ID _____ Grade _____

Date of Incident: _____ Location of Incident: _____

Brief Description of Incident _____

Person(s) responsible (if known):

Name: _____ DOB _____ Grade _____

Name: _____ DOB _____ Grade _____

Form Completed by _____ Room/Office _____

Telephone _____ Email _____

Site administrators shall contact the LAUSD IT Helpdesk at (213) 241-5200 and provide the agent with the following information when reporting a damaged/lost/stolen tablet:

1. The serial number of the device(s).
2. The model of the device.
3. Any other missing equipment.
4. Date and location when the device was first noticed lost or stolen.
5. The police report number, if known. (Tracking can begin if the serial number of the device is known. Do not delay calling the IT Helpdesk to report missing equipment. The police report number can be provided at a later time.)
6. Complete an iSTAR, include the incident tracking number provided by the HelpDesk, if the devices were lost due to a crime.

The HelpDesk will:

1. Advise school police, if applicable, of the incident,
2. Request a replacement tablet be shipped within 24 hours,
3. Update the school inventory.

School staff is to sign for the replacement tablet, keeping a copy of the form on file.

Please note: The school inventory will be updated *after* the student signs on using the replacement tablet. A confirmation email will be sent to the person reporting the incident.