

# Technology Checkout

Please physically verify the technology equipment in your classroom or office and count the number of each item, then indicate the total number of items below.

Please DO NOT include TVs, VCRs, DVD Players, or Monitors.

Laptops	Desktops	Printers	Tablets	Scanners

Please also list any school owned technology that you use at home in the area provided below. Include your teacher laptop in this area and the serial numbers for any items listed.

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If you have any technology concerns or requests for your classroom, please list them here or put in a TechDesk ticket and label it for summer work.

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Thank you,  
Technology Staff

I have verified that all counts listed above are correct and all technology I have taken home is listed in the space provided.

Please print your name and initial here: \_\_\_\_\_