

**Holy Cross Catholic School**  
**Laptop Repair Request**  
Please submit this form and your laptop to Tech Lab #33

**STUDENT SECTION:**

Today's date	
Student's Name	
Login ID	
Password	
Laptop Number	
Laptop Serial No.	
Homeroom Teacher	
Detailed Description of the problem(s): <i>Please be <b>specific</b> by indicating any error messages, programs in use at the time, frequency of problem, etc.</i>	1. Problem:
	2. Program in use:
	3. Error Message:
Where did this problem occur?	Home _____ School _____ Other (be specific) _____

**IT SECTION:**

Loaner #	
Student Signature @Drop-off	
Drop-off Date/Time	
Pick-up Notification Date/Time	
Pick-up Date/Time	
Student Signature @Pick-up	
<b>FOR IT USE ONLY:</b>	
Date/Signature	